REPORT IT

ARMY ACCIDENT REPORTING SYSTEM

User Guide

U.S. ARMY COMBAT READINESS/SAFETY CENTER

Revision History

Date	Version	Description	Author
09/18/2011	1.1	Initial version	Susan Byrd
06-12-2011	1.4.1	Added release notes as an addendum	Susie Byrd
18 Apr 2012	1.4.2	Appendix D – Required Fields (AGAR) Safety Office and Personnel Report Editing Safety Office Installations UIC moves UIC Review Authority Collaboration for Report Submitter / Safety Office	Gail Hadden
22 May 2012	1.5.0	New Dashboard	Gail Hadden
23 Oct 2012	1.5.1	Report Editing by Safety Office Reviewers not available for Board Reports	Gail Hadden
2 Nov 2012	1.6.1	Various updates based on Bug and Issue Fixes Combined Ground and Aviation User Guides into one User Guide	Gail Hadden
31 Jul 2013	1.6.4	Simplified Submission Process Remove role of secondary reviewer	Gail Hadden
3 Sep 2013	1.6.5	Forms Mode	Gail Hadden
4 Sep 2013	1.6.5.1	Removed reference to conus email	Gail Hadden
13 Nov 2013	1.6.5.2	Incorporate revisions to 385-10 (Class E changes)	Gail Hadden
23 Dec 2014	1.6.6	UAS	Gail Hadden
24 Feb 2016	2.0	AGAR and AAAR Forms Mode	Gail Hadden

Contact Information
United States Combat Readiness/Safety Center - G6
Bldg 4905, 5th Ave.
Fort Rucker, AL 36362-5363
(334) 255-9280
DSN: 558-9280

Table of Contents

About this Guide

This document is divided into chapters. Within the chapters are lessons that cover specific topics of the chapter. Some lessons provide you with easy to read and follow step/action tables.

This document contains the following chapters:

- Chapter 1: Introduction
- Chapter 2: Getting Started
- Chapter 3: Processes
- Chapter 4: ReportIt Tools
- Chapter 5:Getting Help with ReportIt
- Appendix A – Additional Features
- Appendix B – Safety Office Console
- Glossary

Who will use it?

This guide is for the following users:

- Active AKO account users

Typographical Conventions

This document uses the following topographical conventions:

- Command buttons and field names appear in **bold**.
- Screen tabs and views appear in *italics*.
- Text entry display as *[Last Name]*
- Hyperlinks appear in blue underlined text.
- Cross-references appear in parenthesis, ex (refer to page ...)
- Notes, Tips and Cautions are included in the document in the following format:

Notes will include additional information about a topic.

A tip gives you tips, tricks, and shortcuts you can use when working in ReportIt.

Caution alerts you to specific steps or results to be aware of when performing a task.

Chapter 1: Introduction

Before you begin using the ReportIt application, it is important to understand what the ReportIt application is and how it will benefit you in accident and incident reporting tasks.

At the end of this chapter, you should be able to understand:

- ✓ What ReportIt is
- ✓ The benefits of using ReportIt

1.1 What is ReportIt?

ReportIt is the single Army accident reporting and risk management system for collecting injury, illness, and loss data, as well as managing its safety and occupational health program efficiently.

1.2 Benefits

ReportIt assists the Army in meeting its mandate, as defined in AR 385-10, to capture all military, civilian employee and contractor incidents and report those incidents within a centralized repository. Three challenges that affect all personnel and accident classes are:

1. Inconsistent, complex, and inefficient reporting practices
2. Lack of functionality to accommodate all reporting requirements
3. A resultant failure to adequately report injuries, illnesses, and loss events

ReportIt helps address the problem of under-reporting within the Army by:

- Providing a single, efficient, standardized system for reporting
- Helping Army commands promote a culture of reporting
- Automating current demanding and somewhat perplexing manual processes
- Increasing data integrity through the use of business rules in the form of passive and active validations
- Accommodating all classes and types of incidents for military, civilian, and contractor personnel

Chapter 2: Getting Started

Now that you have a background on what ReportIt is and the benefits of using the ReportIt application, you are ready to access the system, understand software and hardware components of the application, and navigation.

At the end of this chapter, you should be able to:

- ✓ Understand system requirements for ReportIt
- ✓ Log into the ReportIt application
- ✓ Navigate the ReportIt application
- ✓ Understand the data field types found in the ReportIt application

2.1 System Requirements

In order for the ReportIt application to function efficiently, ensure the following hardware and software requirements are present on your computer:

- Microsoft® Internet Explorer® 8.0 to 10.0
- Valid AKO account or valid CAC account

2.2 The ReportIt Landing Page

To access ReportIt, type the URL below into your IE browser window.

https://reportit.safety.army.mil

Result: The ReportIt landing page displays.

Tips

Save the URL address to your **Favorites** for easy access.

The ReportIt landing page has an abundance of information about the ReportIt application and accident reporting.

Component	Description
1	This link will open the official home page of the United States Army.
2	This link will open the USACR/Safety Center Home page.
3	Links to: • USACR/Safety Center Home • About Us: Opens the U.S. Army Combat Readiness Center Information page • Help: Opens the U.S. Army Combat Readiness Center Information Help page with help resource information. • Contact & Feedback: U.S. Army Combat Readiness Center Information Contact Information
4	This link opens the ReportIt home page.
5	These four buttons start the reporting process in ReportIt: • Should I Report • Create Report • Resume Report • Review Report
6	Information about the ReportIt application; ReportIt business case.
7	Links to Video Tutorials and the ReportIt User Guide
8	Additional Links

To log into ReportIt you will use one of the four options presented at the top of the landing page:

- Should I Report – Takes the user through a series of questions to determine if the accident/incident is recordable. If it is determined that the accident should be reported, the user will be asked to log in and will be taken to the Create Report page.
- Create Report – After logging in, the user will be taken to the Create Report page where they will select a mode to use to create the report. The modes include Guided, Expert and Forms.
- Resume Report – After logging in, the user will be taken to their dashboard where they can access existing reports. This option should also be used to access the Safety Office Console if you have access to this console.

- Review Report – After logging in, the user will be taken to their dashboard where they can access existing reports.

After clicking one of these options you will be asked to log in.

2.3 Log into ReportIt

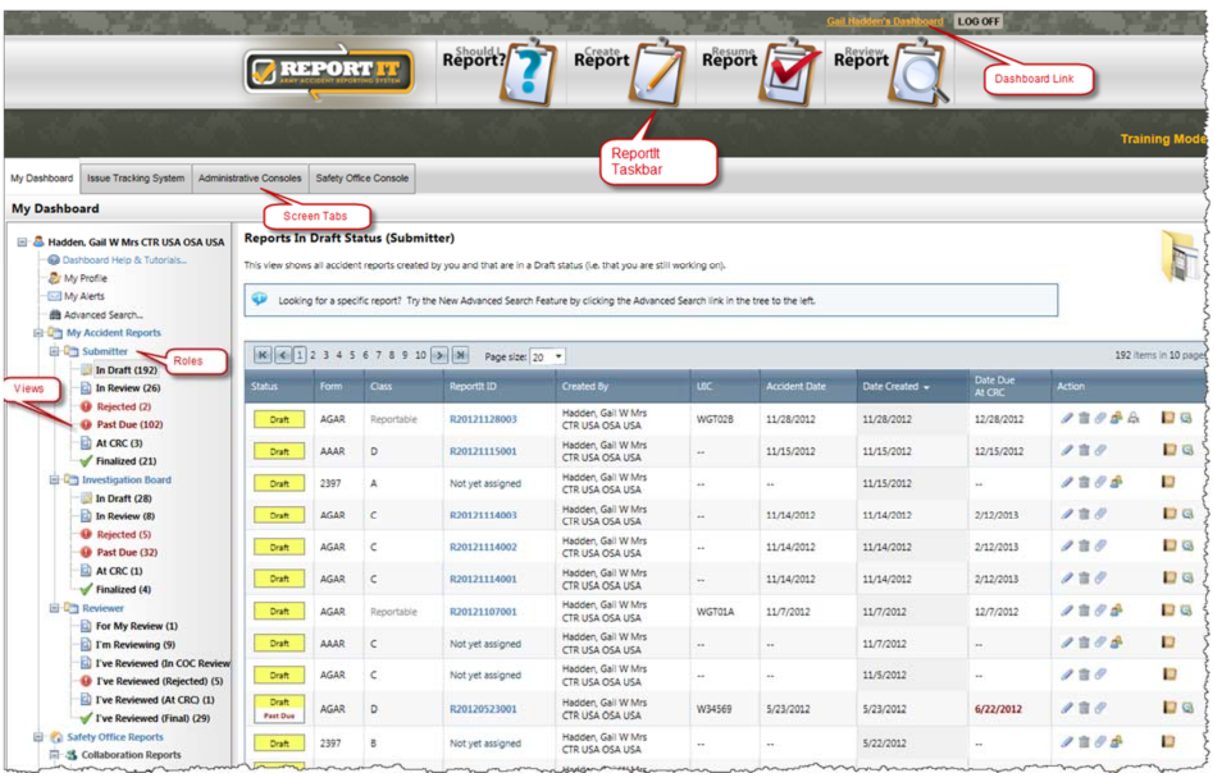
To log into the ReportIt application you must use your CAC credentials.

Insert your CAC card into your keyboard or laptop, and click DoD-Approved Certificate Login and enter your CAC card credentials.

2.4 The Dashboard

The ReportIt dashboard is an interactive user interface that organizes and presents your report information in a way that is easy to analyze and navigate.

The dashboard link is visible in the top right-hand corner of the ReportIt window as seen in the image below.



ReportIt Dashboard

Components found in the ReportIt dashboard: (Your ReportIt role defines components)

- The ReportIt task bar which allows you to:
    - o Decide if you should report it
    - o Create a report

- Resume a report
- Review a report

- Screen tabs which include:
  - My Dashboard
  - Issue Tracking System
  - Administrative Consoles (if role permits)
  - Safety Office Console (if role permits)

2.4.1 My Dashboard

My Dashboard shows a list of all of your reports separated by roles that you may be associated with.

- Roles which include:
  - Submitter
  - Investigation Board (if applicable)
  - Reviewer (if applicable)
  - Safety Office Reports (if applicable)
- Views by Role:
  - Submitter:
    - In Draft –shows all accident reports created by you that are in a Draft status (i.e. that you are still working on).
    - In Review –shows all accident reports created by you that are being reviewed by your commander(s), Safety Office(s), or recommendation reviewers.
    - Rejected –shows all accident reports created by you that have been reviewed by at least one commander or Safety Officer and that have been rejected for corrections or modifications. You should make the necessary corrections and resubmit the report for review as soon as possible.
    - Past Due –shows all accident reports created by you that are past due based on the Date Due at CRC.
    - At CRC –shows all accident reports for which you are the Submitter that have been reviewed by all members of your chain of command and Safety Officers and are in review by the CRC.
    - Finalized –shows all accident reports created by you that have been reviewed by all applicable parties and are in a Final status.
  - Investigation Board – Only displays if you have reports for which you are included in the Investigation Board
    - In Draft –shows all accident reports on which you are an Investigation Board member and the report is in Draft status.
    - In Review - shows all accident reports on which you are an Investigation Board member and that are currently in review by the submitter's chain of command or Safety Officers.
    - Rejected - shows all accident reports on which you are an Investigation Board member that have been rejected by a reviewer for correction or modification.
    - Past Due - shows all accident reports on which you are an Investigation Board member that are past due.
    - At CRC - shows all accident reports on which you are an Investigation Board member that have been reviewed by all member of the Submitter's chain of command and Safety Officers and are in review by the CRC.
    - Finalized - shows all accident reports on which you are an Investigation Board member that have been through all reviewers and are in a Final status.
  - Reviewer – Only displays if you have reports for which you are included as a Reviewer.

        - For My Review - shows reports that are awaiting your review. Please review each report in the list as soon as possible.
        - I'm Reviewing - shows reports for which you have started your review but you have not completed your review. Please complete your review as soon as possible.
        - I've Reviewed (In COC Review) - shows reports for which you have completed your review that are in review by others in the chain of command.
        - I've Reviewed (Rejected) - shows all reports that you have reviewed and are in a Rejected status. All reports in this view are read-only.
        - I've Reviewed (At CRC) - shows all accident reports that you have reviewed and that are currently in review by the CRC.
        - I've Reviewed (Final) - shows all reports that you have reviewed and are in a Final status. All reports in this view are read-only.
    - Safety Office Reports (Collaboration)
        - Collaboration Reports
            - Reports In Draft - shows reports for which the Responsible UIC is within your purview and your Safety Office is <u>directly</u> associated to that UIC. As a Safety Officer, you can either collaborate/advise the submitter or edit non-board reports directly (based on your permissions).
            - Reports Rejected - shows reports for which the Responsible UIC is within your purview and your Safety Office is <u>directly</u> associated to that UIC. As a Safety Officer, you can either collaborate/advise the submitter or edit non-board reports directly (based on your permissions).
        - All Reports
            - Shows reports in various stages (In Draft, Review, Rejected, Past Due, At CRC, Finalized) for which the Responsible UIC is within your purview and your Safety Office is associated to that UIC. You will be able to see reports created by the lowest level of your review chain that has been set up in the Safety Office Console. These reports will display here as soon as the Responsible UIC is entered into the report by the submitter.

2.4.2 Sorting the Dashboard

All columns in the dashboard are sortable with the exception of Action.

Sort the list by clicking the column header (name). The list will sort ascending on the first click, then descending on the second click. The up arrow next to the column name indicates ascending order by that column data, and the down arrow next to the column name indicates descending order by that column data. To return to the default sort, click the column name a third time.

K < 1 2 3 4 5 6 7 8 9 10 > >	Page size: 20							192 items in 10 pages
Status	Form	Class	ReportIt ID	UIC	Accident Date	Date Created	Date Due	Action
Draft	AGAR	Reportable	R20121128003	WGT02B	11/28/2012	11/28/2012		
Draft	AAAR	D	R20121115001	--	11/15/2012	11/15/2012	[illegible]	
Draft	2397	A	Not yet assigned	--	--	11/15/2012	--	
Draft	AGAR	C	R20121114003	--	11/14/2012	11/14/2012	2/12/2013	
Draft	AGAR	C	R20121114002	--	11/14/2012	11/14/2012	2/12/2013	
Draft	AGAR	C	R20121114001	--	11/14/2012	11/14/2012	2/12/2013	
Draft	AGAR	Reportable	R20121107001	WGT01A	11/7/2012	11/7/2012	12/7/2012	

2.4.3 Dashboard Actions

The Icons displayed in the Action column are dependent on the Role and View you have selected.

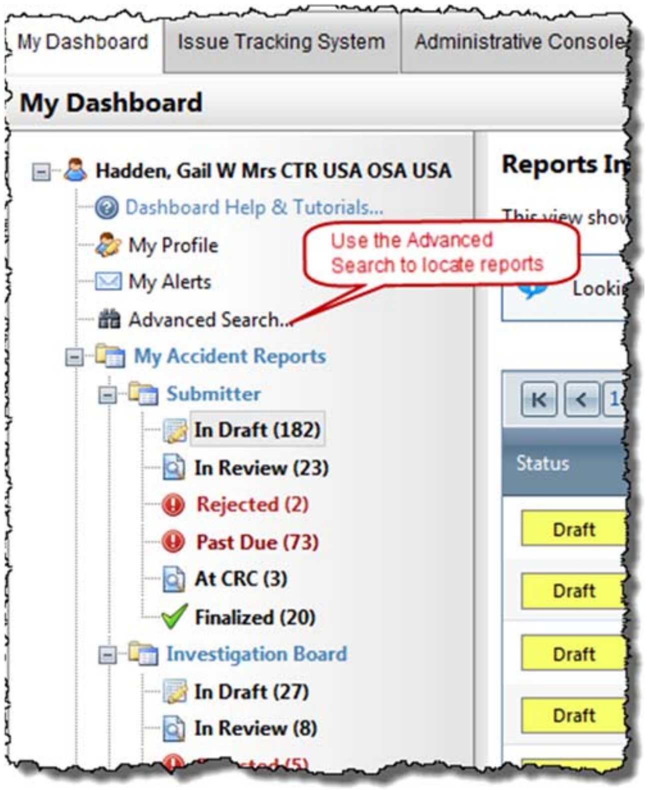
Icon	Description
	Edit - Available for Submitters or Investigation Board members with edit rights when report is in Draft or Rejected status
	Delete - Available for Submitters when report is in Draft or Rejected status
	Attachments – Displays the Supporting Documents page in a separate browser window. From this page you can view attachments that have been added to the report or add attachments (based on your permissions - See Attach a New Document).
	Collaborate - Only available based on Board and SO rules (See Collaboration Tool)
	Manage Reviewers – Displays list of reviewers and the status of their review
	View Forms – Allows user to view the form(s) associated with the report.
	Report Status – Displays the Reviewers and the dates and times that the report passed certain milestones.
	Recall Report – Only available to the submitter when the report is In Review
	Request an Extension – Only available to the submitter when the report in a Draft or Rejected status.
	Review Report – Only available for Reviewers when the report is awaiting their review.

2.4.4 Dashboard Default

Your dashboard default view is set based on the view you had set when you last navigated away from the dashboard. For example: if you were viewing reports “For My Review” when you last logged out, upon logging back into ReportIt the view that will be displayed will be “For My Review”.

2.4.5 Using the Advanced Search

While the list of reports will be easy to navigate at the beginning, as you use ReportIt, your list of reports will grow making it more difficult to locate a specific report or a group of reports. The advanced filter allows you to filter your dashboard to locate a specific report or a list of reports.



After clicking Advanced Search… from your dashboard, follow the steps below to use the advanced filter to locate a report or list of reports.

Step	Action
1	Enter your criteria in as many fields as needed to achieve the desired result. Your options for filtering are: • ReportIt ID • Report Description • Local Number • Date Report Created (an array) • Date of Accident (an array) • Date Due at CRC (an array) • Form Type • Accident Class • Created By • Responsible UIC • Responsible UIC Country • Responsible UIC State • My Role

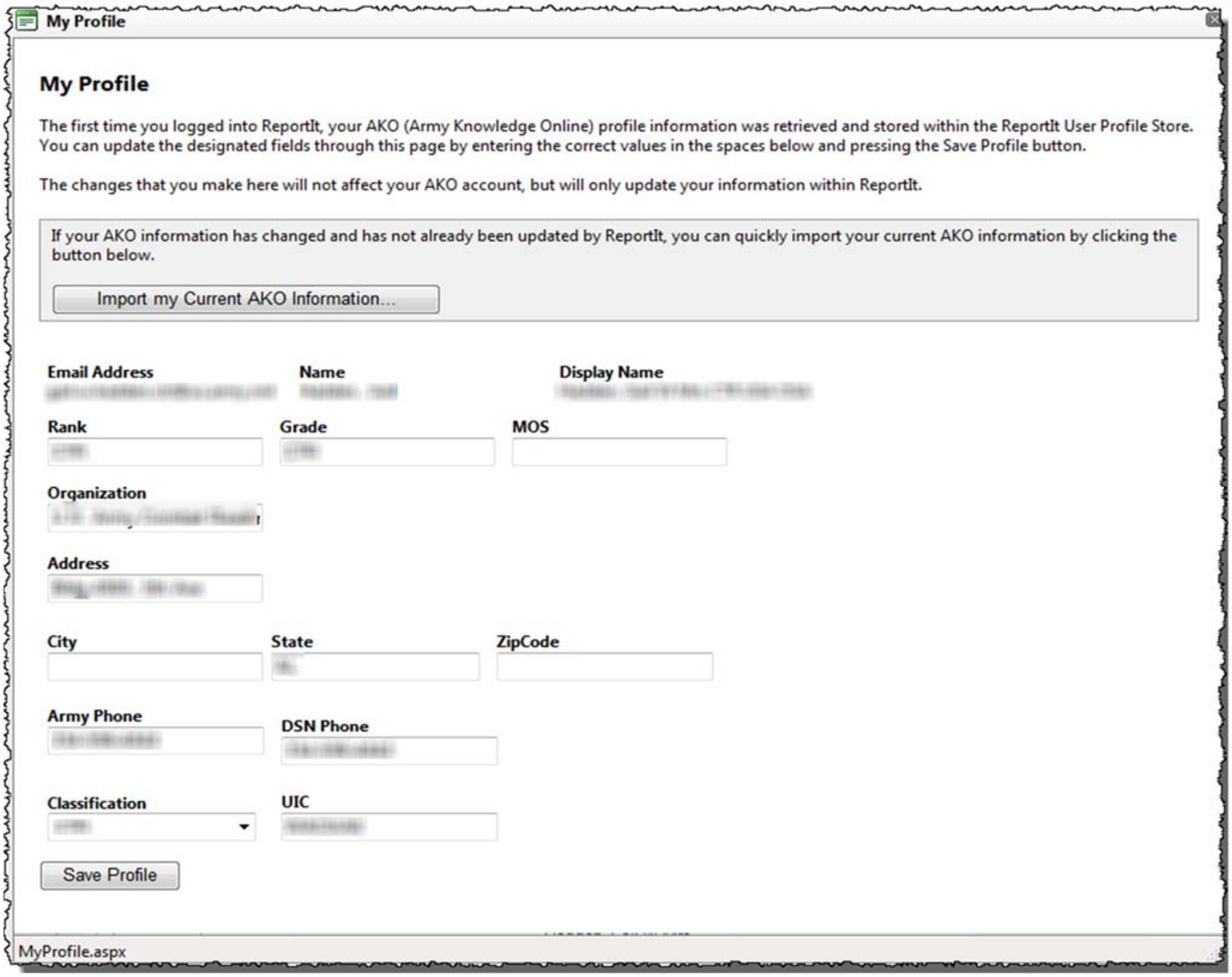
Step	Action
2	Click Search... **Result**: The result list displays.

2.4.6 My Profile

Your AKO (Army Knowledge Online) profile information stores in the ReportIt User Profile the first time you login. The updates to user profiles are performed on a regular basis but you can manually import your current AKO information should it change prior to the system making this update. To update your profile just click [Import my Current AKO Information...].

Notes

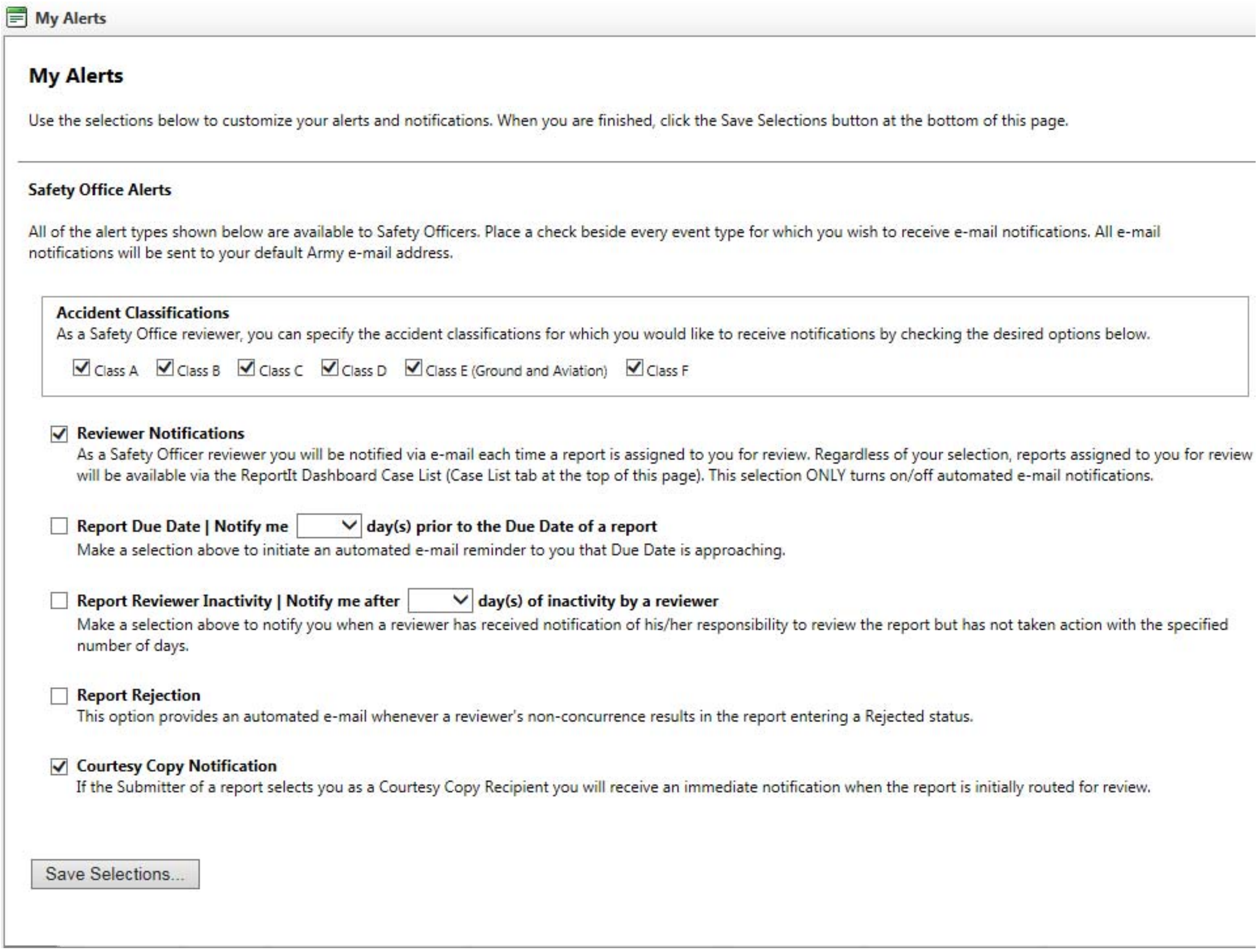
Edits to your ReportIt profile <u>will not</u> affect your AKO account information.



My Profile View

2.4.7 My Alerts

My Alerts view gives you the ability to customize how you are notified of events that affect the report, such as a status change, or when a reviewer concurs or non-concurs. Notification is via your default AKO e-mail address.

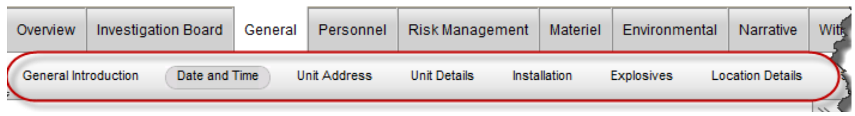
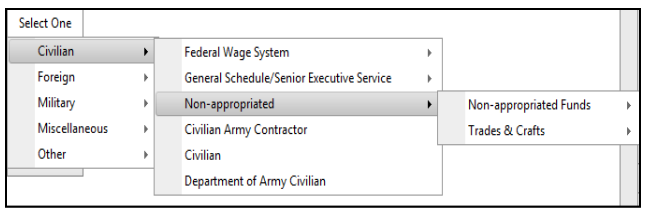
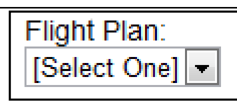
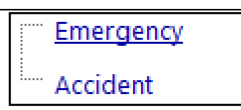


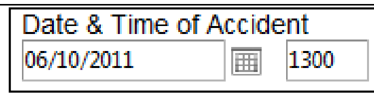
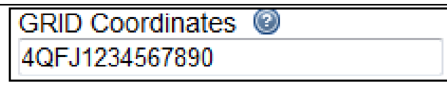
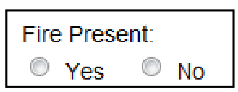
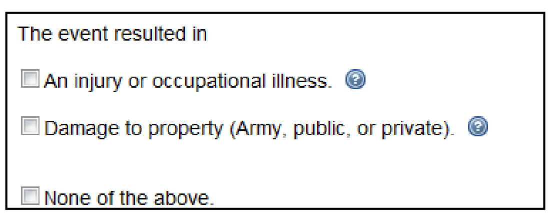
My Alerts View

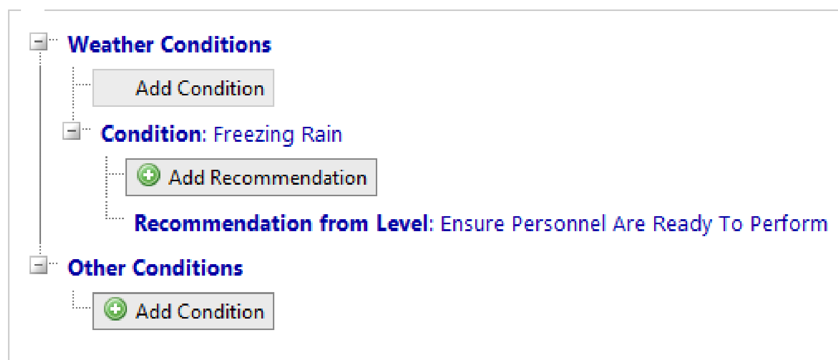
Your ReportIt role defines the available alert/notification options.

2.5 User Controls

ReportIt has many user-friendly options for easy data entry. For information on the available controls in ReportIt, refer to the table below.

User Control	Display
Screen tab bar	 In the hierarchy of the application, the screen is the top menu level. Screens are broken into categories of information of an accident report.
View links	 View links are dependent on the screen that is active. Views are the sub-menus of screens.
Selection buttons	 Selection buttons filter your options with each selection.
Drop-down list	 Clicking the arrow in a drop-down box opens the list of options available for the field the user can select.
Hyperlinks	 Text used to open a page. Hyperlinks usually appear underlined and in color, but may be indicated when the mouse pointer changes to a hand.

Date/Time Field	 Use the calendar icon to select a date or enter the date directly into the Date field as mm/dd/yyyy. Time is entered as a 24-hour clock. Tips If using the calendar icon, years can be easily navigated through by left-clicking on the month/year title.
Text box	 A rectangular box in which the user can type text, alphanumeric text, or numbers. If the box already contains text, the user can select that default text or delete it and type new text.
Command buttons	 Command buttons initiate an action. Command buttons with an ellipses indicate another dialog box will appear (another action is needed before the action can be completed).
Radio buttons	 Round button used to select one or a group of mutually exclusive options.
Checkbox	 Square box selected (to turn on) or cleared (to turn off), for an option. Some checkboxes allow you to select more than one box at a time.
Edit (icon)	 Opens a record for edits or updates.

Delete (icon)	Permanently deletes a record.
Move up (in a list)	Move a record up in a list.
Move down (in a list)	Move a record down in a list.
Field Help (icon)	Hover over the icon to display help text.
Tree Hierarchy Structure	 A tree structure is created by entering data into each “node”. For example, when you click **Add Condition,** complete data entry for a condition, and save the record, the **Add Recommendation** button appears below the condition. When you add a recommendation, you are assocciating that recommendation to the condition. The tree hierarchy also has expand and collapse buttons next to each “root” or parent. Each “node” of the tree is a hyperlink which will open the record for edit or updates.

Tips

In several areas of the application, options are only available using the right mouse Click, such as move up or down, and delete.

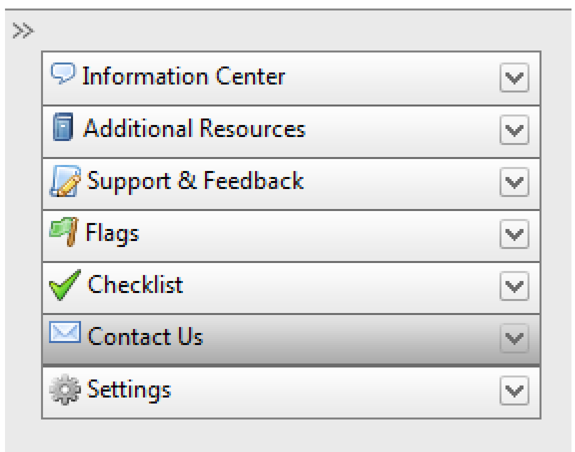
2.6 The ReportIt Sidebar

The ReportIt sidebar offers many helpful options to assist you while working with an accident report.

Sidebar options give you systematic instructions. These are located in the ReportIt Tools chapter of this document. Click the link to navigate to the desired topic.

Options in the ReportIt sidebar include:

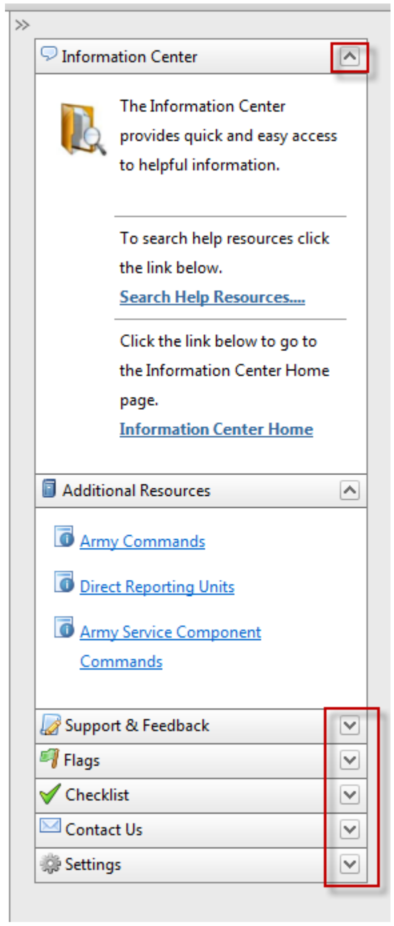
- **Information Center:** Help resources via the Information Center Home page. (Refer to Chapter 6: Getting Help with ReportIt)
- **Additional Resources:** Provides topic (page) specific help. When you click on the resource link, the help text displays in another browser window.
- **Support & Feedback**: Allows user to provide feedback on the ReportIt application. (Refer Chapter 6: Getting Help with ReportIt.)
- **Flags**: Allows you to tag or mark a page to which you may want to return. The flag will appear in your checklist next to the page name. (Refer to4.2 Flag a Report Page)
- **Checklist**: Allows easy navigation to screens and pages in the report whether in the guided or expert mode. (Refer to4.2 Using the Checklist)
- **Contact Us**: Creates an email to the ReportIt support team. (Refer to Chapter 6: Getting Help with ReportIt)
- **Settings**: Edit settings for the ReportIt field list display. (Refer to 4.3 Display Code Values.)



ReportIt Sidebar

2.6.1 Navigating the Resource Center Sidebar

By default, the resource center sidebar displays on the right side of the ReportIt application. The table below describes the user controls available for easy navigation of the resource center.

User Control	Display
Expand or Collapse resource options	

Chapter 3: ReportIt Processes

ReportIt offers the user three ways of creating a report: Guided mode, Expert mode or Forms Mode.

Guided mode asks the user questions about the accident/incident and builds the report by the answers you give.

Expert mode allows the user to enter the accident information without question guidance. This mode is for the user who prefers to enter data without the step-by-step assistance of the application. Expert mode displays the topics available for the form type selected. You can, however; switch to Guided mode as needed.

The Guided mode does not follow form flow for data entry. It is suggested that you download a copy of the Guided worksheet to gather your data elements you will use before creating a new report. The Guided worksheet link is located at the bottom of any ReportIt page.

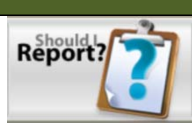
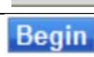
At the end of this chapter, you should be able to:

- ✓ Determine if a report should be created in ReportIt
- ✓ Create a Report
  - By Guided mode
  - By Expert mode
  - By Forms mode
- ✓ Resume a report
- ✓ Add an attachment
- ✓ Review a report
- ✓ Audit a report
- ✓ Submit a Report

3.1 Should I report?

The *Should I Report* screen is a guided set of questions to assist answering the question; "Do I need to create a report."

Follow the steps below to complete - *Should I report?*

Step	Action
1	Click  from the ReportIt task bar.
2	Click  to answer the systematic questions. **Results**: Depending on your answers, the accident will be a recordable or a non-recordable type accident.

Step	Action
3	Click **Yes** to report the accident ***Or*** Click **No Thanks** to close the *Should I Report?* window.

3.2 Create a Report

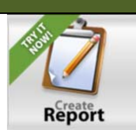
Accident reports can be created in Guided Mode, Expert Mode or Forms Mode. If you are new to the ReportIt application Guided mode will assist you by offering a question and answer scenario to complete the report. As you become more comfortable with the report creation process, Expert mode allows you to enter your accident data without guided assistance or Forms Mode will allow you to enter data into a user interface that looks exactly like the DA Forms.

If the report is started in Guided or Expert Mode, the ReportIt application offers the user the ability to start a report in one mode, switch to another quickly, easily, i.e., start your report in Guided mode, and switch to Expert mode at any time in the reporting process. If the report is started in Forms Mode, the user will not have the ability to switch to a different mode.

3.2.1 Create a Report in Guided mode

Guided mode is a systematic data entry process in the report creation. The answers you give allow ReportIt to decide what class and type of report you need, as well as what forms are required.

Follow the steps below to create a report in Guided mode.

Step	Action
1	Click  from the ReportIt task bar.
2	Click Start in Guided Mode... . **Result**: The *Get Started* screen displays.
3	Click Continue.
4	Select the appropriate answer for each category of questions. **Result**: The ***Result*** page displays the correct report type (AAAR, AGAR, 285 or 2397) from the selections made. Note: 285 and 2397 accident reports are not currently supported in ReportIt.
5	Click Save & Continue to begin the reporting process.

Categories of information display for the report class and type. Your selections will determine what questions are required. For information on viewing a form, refer to Open the Form View.

As you enter your accident report data into ReportIt, the answers you give may change the report type and class. At the prompt, accept the change – or - continue your report as it is.

3.2.1.1 Ground Report Screens and Fields – [Guided Mode]

This section breaks down the screens/views/fields that you see when you create a report in Guided mode. It includes step-action tables, screen images, and field explanations to assist you in completing a ground report using Guided mode. Keep in mind that screens/views/fields are conditional to the information provided.

Get Started

Screen	View	Fields
Get Started: These screens will ask the user questions and the answer will determine the report type.	Accident Date	Q: When did this accident occur? Enter the date of the accident or use the calendar icon to select the date.
	Aircraft-Related Accident	Q: Was this a flight or flight-related accident/incident? User selects None of the above apply to the aircraft-related accident/incident question
	Illness or Injury	Q: Did the accident result in any injury or occupational illness? (If you answer *Yes*; the severity of the injury must be determined and a list of injuries or illnesses will display.)
	Property Damage	Q: Did the accident result in property damage? (If you answer *Yes*: select the total estimated property damage cost of damage that resulted from the accident.)
	Duty Status	Q: Did the incident occur on duty?
	Combat Reporting (presence of this page is based on responses to the previous questions)	Q: Are normal investigation and reporting procedures impractical due to combat operations? Q: Did this incident occur during or is your unit currently in a combat operation?
	Result	Displays the report class and type.

The Screen tabs display both required and optional screens in an accident report creation. The report class defines the screen tabs that display. The example below is for a 285-AB form, accident class.

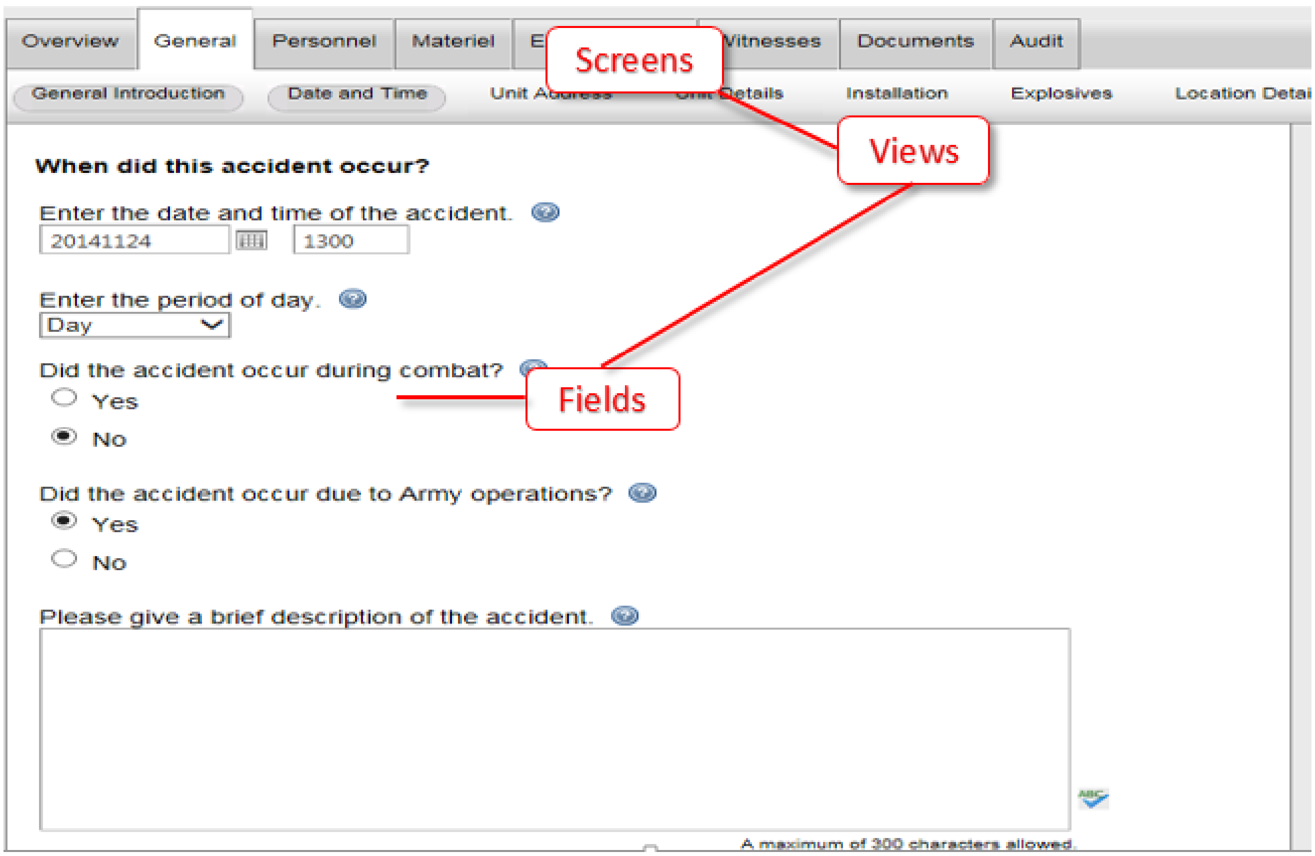
In order to work more efficiently in the ReportIt application, it is important to understand the terminology used in this guide, and how the application is configured to gather the accident information.

The hierarchy of a ReportIt screen elements:

- **Screens:** Categories of information located on the screen bar displayed as tabs, defined by your report type and class.
  - **Views:** Subsets of data elements per screen tab selected.
    - **Fields:** The uniquely named units within a view where data is entered

Refer to the image below to locate the application components in the example.

Example: **Screen** – General
View – Date and Time
Field – Enter the date and time of the accident



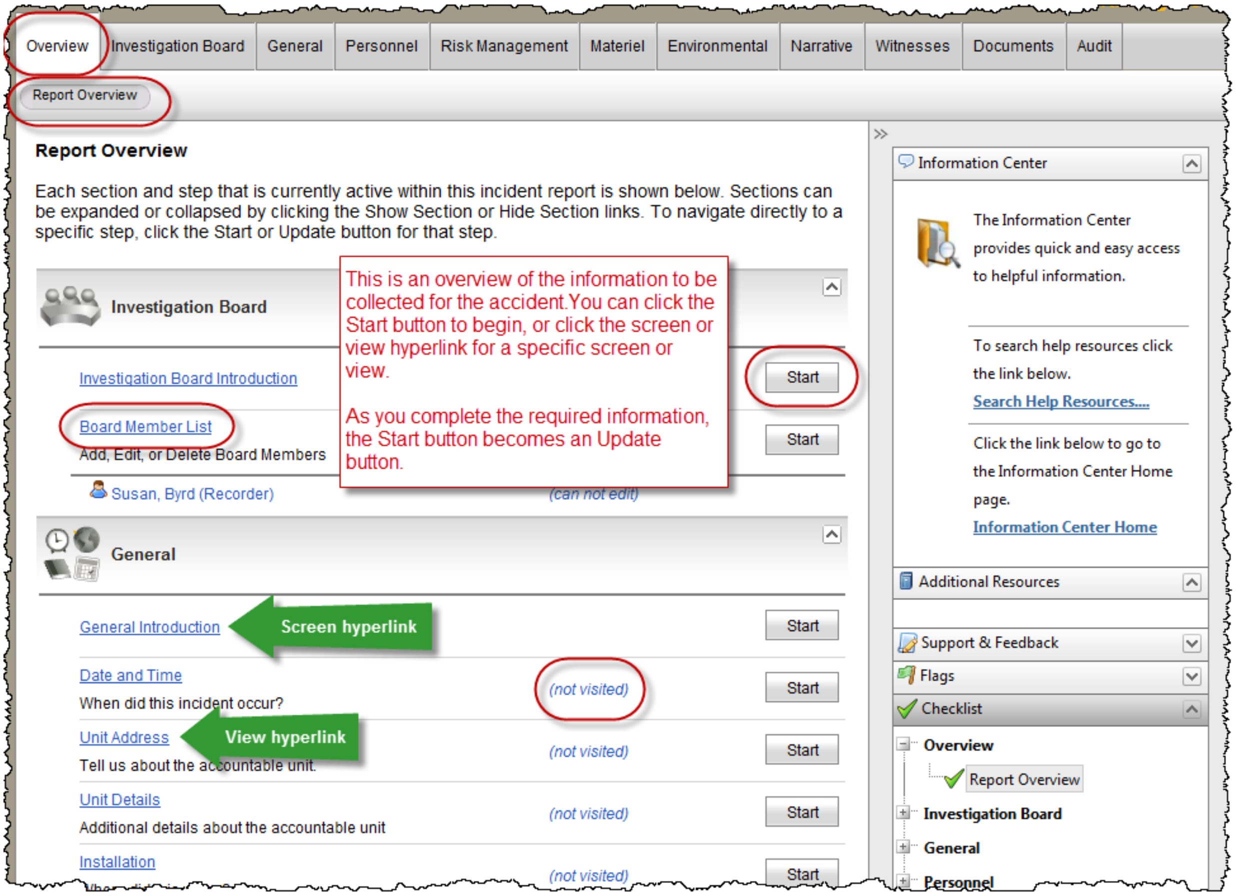
ReportIt Component Hierarchy Example

Tips

Use the checklist located in the right navigation panel to easily move to sections of the report.

Overview

The Overview displays the "mile-high view" of what categories of information (screens) are available to complete your accident report. You can use the screen tabs to open the available views and the report field pages, or you can use the Start button for that view.



Overview Screen

Investigation Board

The Investigation Board screen allows the recorder to add, edit, or delete board members.

Notes

Investigation Board is not available in 285-AB Report.

Screen	View	Fields
Investigation Board: Defines the investigation board member list for the report.	Add a Board Member	Find User... • AKO User Name (search) The report creator is, by default, added to the Board Member List as the Submitter. The Submitter role can be changed to Recorder if applicable. The submitter/recorder record cannot be edited or deleted.

Screen	View	Fields
	View/Edit Board Member	Details for a board member include: • Name (pre-populated from AKO) • Address • Email Address (pre-populated from AKO) • Rank • Branch • Classification • Board Position • Board Member Permissions (default is read-only access; however, edit capabilities may be added for a screen or the entire report.)

General

The General screen gathers basic information about the accident; such as date, time and mission.

Screen	View	Fields
General: Basic information about the accident. This information is required to submit a report.	Date and Time	When did the accident occur? • Date and Time • Period of day • Did the accident occur during combat? • Did the accident occur due to Army operations? • ReportIt Description (this displays in your ReportIt dashboard only.) • Briefly describe the mission the individual or unit was conducting at the time of the accident, if on duty. • Was the task a Mission Essential Task List (METL) task?
	Unit Address	Details about the accountable unit: • UIC code • Name of the Unit • UIC Address • Country/State
	Unit Details	Additional details about the accountable unit: • Army Headquarters • Army Branch
	Installation	Where did this occur? • Did the accident occur on post? • Country/State • Enter the name of the nearest installation/facility
	Explosives	• Were explosives present at the time of the accident? • Were explosives involved in the incident?
	Location Details	• Describe the exact location of the accident. • Enter the type of location.

Screen	View	Fields
		• Enter either the Military Grid coordinates or the Lat/Long. You can use the interactive tool to map the coordinates by clicking Locate Coordinates Interactively... .
	Synopsis	• Enter a summary of events from the time of the accident until the aircraft was at rest.

Personnel

The Personnel screen collects all the necessary information about any persons that were involved, caused, or injured in the accident. How you answer questions in this section will determine the field pages that display. The table below outlines likely details collected on personnel.

Screen	View	Fields
Personnel: Details about people that were involved (caused, contributed or injured) in the accident.	Personnel List /Personnel Details / Summary Personnel can be added, edited, or deleted	For each person involved in the accident, a detailed record for that person should be created in ReportIt. For more than one personnel record, the order in which they appear in the Personnel List is the order they display on the printed accident report. Up and down arrows will display to arrange the order of personnel if needed.
	General	General information about this person: • Personnel classification or category • Rank or pay grade • First Name/Last Name/ MI • SSN • DOB • Gender • Was this individual in a flight status? • Individual's MOS
		Unit Address • Unit Assigned to (selected existing unit or add a new involved unit) • UIC • Unit Name • Unit Country/Street address/City/State/Zip Code
		Unit Details • Date individual was hired or assigned to the unit
	Duty	• Was this individual on duty at the time of the accident?

<table>
<tr><th>Screen</th><th>View</th><th>Fields</th></tr>
<tr><td></td><td></td><td>On-Duty (Displayed for both on and off duty personnel)
• Time the individual began/report to work?
• How many hours were continuously worked without sleep?
• How many hours of sleep did this individual get in the last 24 hours?</td></tr>
<tr><td></td><td></td><td>Off-Duty (Displayed for off-duty personnel only)
• What was the individual's off-duty status
• If on Leave or Pass
o To / From Dates
o Phase of the leave/pass the accident occurred</td></tr>
<tr><td></td><td></td><td>Deployment History
• Has this individual been deployed within 365 days prior to the accident?
• If Yes,
o Is the soldier still deployed?
o Where was the deployment?
o How long was the deployment?
• When did the individual return, if applicable?
• Was the individual notified they would deploy soon?</td></tr>
<tr><td></td><td></td><td>Leader Contact
• Was there leader contact prior to the accident?
• If yes,
o What was the level of leadership?
o What type of contact occurred?</td></tr>
<tr><td></td><td>Illness/Injury</td><td>Was this person injured?
• What was the extent of the injury?
o If fatal: Date of Death; Time of Death; Cause of Death; Was an Autopsy Performed?</td></tr>
<tr><td></td><td></td><td>Treatment
• Was this individual treated in an emergency room?
o Name of physician/healthcare provider
• Was treatment provided away from the worksite?
o Name of facility
o Country/Address/State/City/Zip Code</td></tr>
<tr><td></td><td></td><td>Days Affected
• Time lost due to illness/injury
o Days lost due to hospitalization
o Days lost not due to hospitalization
o Days restricted</td></tr>
<tr><td></td><td></td><td>OSHA
• OSHA Form 300 case #</td></tr>
</table>

Screen	View	Fields
		Injury Details • Details about the injuries: o What body part? o What was the injury to this body part? o What was the cause of this injury? o What object or substance directly caused this injury?
	Activity	What was the individual doing at the time of the accident? • Which activity or task was this individual performing at the time of the accident? • Give a description of the activity • Last time this individual received training for the activity/task
		Jumper (displayed if activity = parachuting) • Jumper Height • Jumper Weight • Parachuting equipment • Weight of equipment • Parachute Model • Aircraft Model
		Jump Details (displayed if activity = parachuting) • At what altitude did the jumper exit the aircraft • What number in stick was the jumper to exit the door? • From which exit door was the jump performed? • What type of jump was performed? • What time was pre-jump conducted? • What was the wind direction and speed at the jump height? • What was the wind direction and speed at the drop zone?
		Jump History (displayed if activity = parachuting) • How many jumps had the individual done prior to the accident? • What was the type of the last jump performed prior to this accident? • When was the last jump performed? • When did the individual graduate from basic airborne training?
		Parachute Factors (displayed if activity = parachuting) • Factor • Explanation

Screen	View	Fields

		Training
		• Was this individual on a named operation, field exercise, or neither?
		   o Name of operation/exercise
		• Was this activity part of tactical training?
		   o Type of training facility used
		   o Type of training the individual was participating in at the time of the accident

		Vision Device • Were night vision devices used at the time of the accident? o Type of device

		Drugs and Alcohol
		• Did alcohol use by this individual cause or contribute to this accident?
		   o What was the BAC percentage?
		• Did drug use by this individual cause or contribute to this accident?
		   o What drugs were involved?

		Certifications
		• Was the individual licensed to operate vehicle/equipment?
		• Did the individual receive the mandatory 4 hour traffic safety training?
		   o Date of traffic safety training\
		• Was the individual riding a motorcycle at the time of the accident?
		   o Was the individual MSF certified?
		      ▪ Date of MSF certification

	PPE	What personnel protection equipment was required, available to, or used by this individual?
		• Type?
		   o Required?
		   o Available?
		   o Used?

	Mistake	Did this individual make a mistake that caused or contributed to the accident?

Screen	View	Fields

		Mistakes
		• What mistake did this individual make?
		• How was the task/activity performed improperly in relation to this mistake?
		Root Cause
		• Why was the mistake made?
		• Description of Root Cause
		Corrective Action
		• What do you recommend?
		• Unit Corrective Action
		  o Unit, command or activity best capable of implementing the action
		  o Corrective action description
		Higher Level Corrective Action
		  o Unit, command or activity best capable of implementing the action
		  o Corrective action description
		Army Level Corrective Action
		  o Army Agency responsible
		  o Corrective action description

	Associations	What items(s) and/or conditions are related to this individual: Materiel/Environmental

Materiel

The Materiel screen collects all the necessary information about materiel involved in the accident. How you answer questions in this section will determine the field pages that display. The table below outlines likely details collected on materiel.

Screen	View	Fields
Materiel: Details about the property/materiel involved in the accident.	Materiel List Materiel can be added, edited, or deleted	For property/materiel involved in the accident, a detailed record is created in ReportIt. All property/materiel involved in the accident is recorded, regardless of whether it caused or contributed to the report.
	General Information	General information about the materiel: • Type of property/materiel • Model Number
		Materiel Details • Serial number • Owner
		Damage • Estimated cost of damage for this item
	Accident	• Describe the collision in which this property or materiel was involved
	Explosives and Ammunition	• Is this item an explosive or ammunition?
		Explosives General Information • Enter the lot number for this device

Screen	View	Fields
		• Enter the quantity for this item • Enter the net explosive weight for this device • Enter the DOD Identification/DOD Ammunition Code for this device
	Component	• Were there any components/parts that failed or malfunctioned related to this materiel item?
		Components • Describe the part • Part Number • National Stock Number • Part manufacturer • Was EIR/QDR submitted for this part? If yes, EIR/QDR number Failure • Indicate the failure Root Cause • Underlying reason why this materiel failed • How did the underlying reason cause the materiel failed Corrective Action • What do you recommend? • Unit Corrective Action o Unit, command or activity best capable of implementing the action o Corrective action description Higher Level Corrective Action o Unit, command or activity best capable of implementing the action o Corrective action description Army Level Corrective Action o Army Agency responsible o Corrective action description
	Associations	Associate personnel/environmental conditions to this materiel item.

Risk Management

The Risk Management screen is for class C accidents and above.

Screen	View	Fields
Risk Management: Details about risk management performed by the responsible organization.	Mission	• At what level was the mission or training conducted? • What was the rank of the person who approved the mission/training? o What was the duty position of the person who approved the mission/training?

Screen	View	Fields
	Responsible Leadership	• What was the rank of the person who was in charge of the mission/training? • What was the duty position of the person who was in charge of the mission/training? • What was the rank of the senior leader present during the mission/training? • What was the duty position of the senior leader during the mission/training?
	Performed	• Was risk management performed? o What was the rank of the person who performed RM? o What was the duty position of the person who performed RM?
	Process Communicated	• Was risk management process communicated? o Which methods of communication were used?: Order; verbal/brief; worksheet; unknown; other.
	Identified Risk	• Was the accident event identified or considered during risk management? o What was the level of identified risk?
	Control Measures	• Were control measures applied? o What was the rank of the person who was responsible for implementing controls? What was the duty position of the person who was responsible for implementing controls? o What was the level of risk after the controls were applied?
	Accepted Risk	• Was the potential for the accident event accepted as residual risk? o What was the rank of the person who accepted the residual risks? o What was the duty position of the person who accepted the residual risks?

Environmental

The Environmental screen collects information about the weather/environmental conditions that were present at the time of the accident.

Screen	View	Fields
Environmental: Details about the environmental and weather conditions at the time of the accident.	Conditions	• What were the environmental conditions present at the time of the accident? • What effect did the environmental condition have on the accident? • How confident are you about the effect of the condition on the accident? • Provide a description

Screen	View	Fields
		Corrective Action • What do you recommend? • Unit Corrective Action o Unit, command or activity best capable of implementing the action o Corrective action description Higher Level Corrective Action o Unit, command or activity best capable of implementing the action o Corrective action description Army Level Corrective Action o Army Agency responsible o Corrective action description
	Association	• Tell us about the materiel and/or personnel associated with this environmental condition.

Witnesses

When you have witnesses of an accident, the Witness screen allows you to gather the necessary information required for the accident report. Not all accidents have witnesses. If this section is optional for your class type, click the Skip This Section button.

Screen	View	Fields
Witnesses: The Witness screen is an optional screen to enter witness information for an accident.	Witness List / Witness Information Witnesses can be added, edited, or deleted.	Add, Edit or Delete Witnesses: Provide general information for each witness, such as: • Is this a limited or general use report? • Add witness o Witness Name o Address/Phone #/DOB o Occupation/Employer/Rank/Background o Witness location at the time of the accident
	Interviews	Interviews for this witness: You can have multiple interviews for one witness. Information asked about an interview are: • Date of interview • Who conducted the interview • Interview summary
	Promise of Confidentiality	Details about witness promise of confidentiality: • Did the Commander, USACRC authorize confidentiality to this witness? o Was it offered o Was it requested o Was it declined (displays only if “Yes” to was it offered)

Documents

The Documents screen is for attaching documents external to the report application, such as maps, pictures, etc.

Screen	View	Fields
Documents: Attached documents are associated to a screen and if applicable, a screen list item, such as Personnel > [person] or Materiel > [component].	Attachments	• Select file type • Information provided in the file • Name of the file • Remarks • Area associated with: Specifically • Description/Caption • Select file

3.2.1.2 Aviation [Guided] Report Screens and Fields

This section breaks down the screens/views/fields that you see when you create a report in Guided mode. It includes step-action tables, screen images, and field explanations to assist you in completing an aviation report using Guided mode. Keep in mind that screens/views/fields are conditional to the information provided.

Get Started

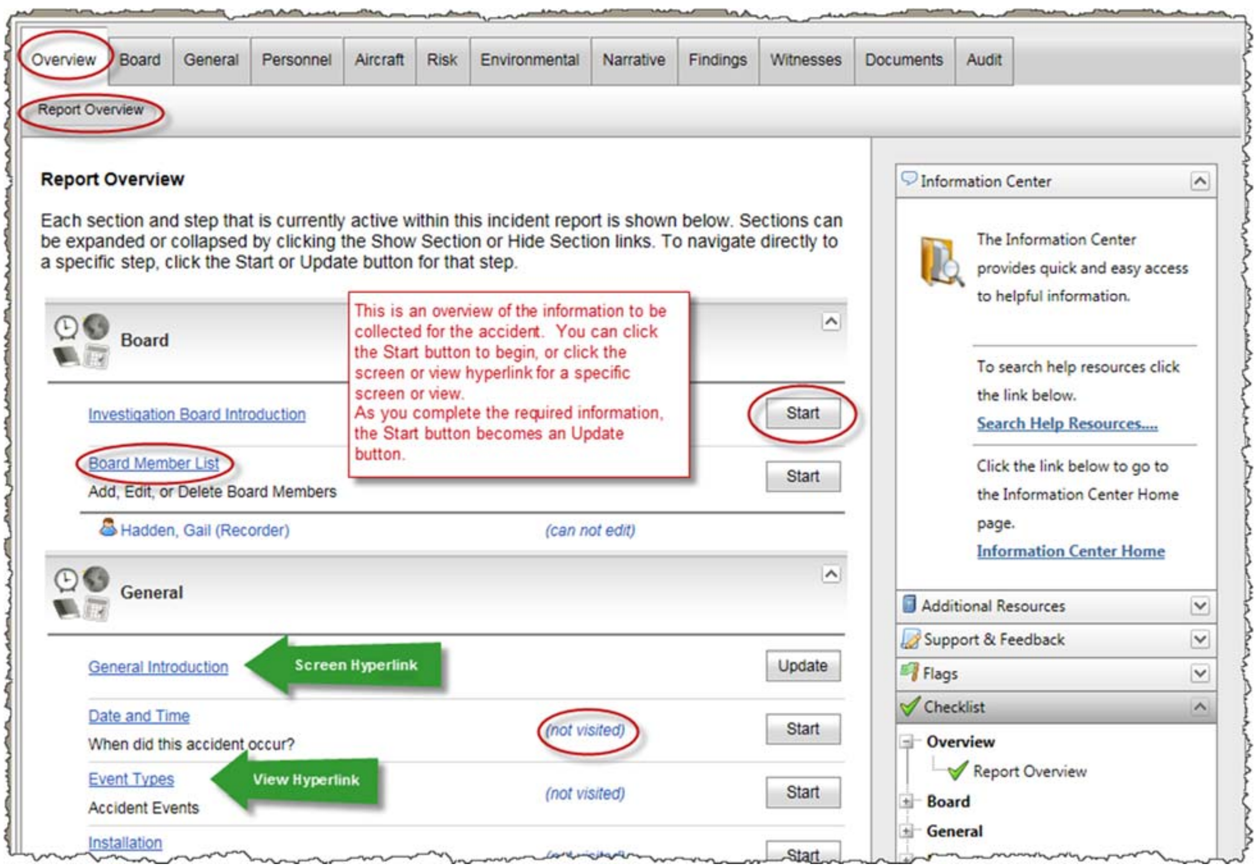
Screen	View	Fields
Get Started: This section will ask the user questions and the answer will determine the report type.	Aircraft-Related Accident	Q: Was this a flight, flight-related, or aircraft ground accident/incident?
	Foreign Object (This view will appear only if you answered that there was reportable damage to an aircraft.)	Q: Was the only damage to the aircraft confined to turbine engine damage because of unavoidable internal or external foreign object? **Note:** Answering yes results in a Class F accident
	Illness or Injury	Q: Did the accident result in any injury or occupational illness? (If you answer *Yes*; the severity of the injury must be determined and a list of injuries or illnesses will display.)
	Property Damage	Q: Did the accident result in property damage? (If you answer *Yes*: select the total estimated property damage cost of damage that resulted from the accident.)
	Duty Status	Q: Did the incident occur on duty? Q: What personnel types were involved? Q: Was the accident due to Army operations?
	Combat Reporting	Q: Are normal investigation and reporting procedures impractical due to combat operations?

Screen	View	Fields
		Q: Did this incident occur during or is your unit currently in a combat operation?
	Result	Displays the Report Class and type.

The Screen tabs display both required and optional screens in an accident report creation. The report class defines the screen tabs that display. The example below is for a 2397-AB form, accident class.

Overview

The Overview displays the "mile-high view" of what categories of information (screens) are available to complete your accident report. You can use the screen tabs to open the available views and the report field pages, or you can use the Start button for that view.



Overview Screen

Investigation Board

The Investigation Board screen allows the recorder to add, edit, or delete board members.

Screen	View	Fields
Investigation Board: Defines the investigation board member list for the report.	Add a Board Member	Find User... • AKO User Name (search) The report creator is, by default, added to the Board Member List as the Submitter. The Submitter role can be changed to Recorder if applicable. The submitter/recorder record cannot be edited or deleted.

Screen	View	Fields
	View/Edit Board Member	Details for a board member include: • Name (populated from AKO) • Email Address (populated from AKO) • Rank • Branch • Classification • Board Position • Rating • Board Member Permissions (default is read-only access; however, edit capabilities may be added for a screen or the entire report.)

General

The General screen gathers basic information about the accident; such as date, time, and location.

Screen	View	Fields
General: Basic information about the accident. This information is required to submit a report.	Date and Time	When did the accident occur? • Date and Time • Period of day • Accident Type • ReportIt Description (this displays in your ReportIt dashboard only.)
	Event Types	• Primary Event Type • Secondary Event Type • Tertiary Event Type
	Installation	Details about where the accident occurred: • Did it occur on post? • Country • State • City nearest the accident site • Name of nearest installation • Did the accident take place on an airfield?
	Location Details	Enter either the Military Grid coordinates or the Lat/Long. If you use the lat/long coordinates, you can locate the coordinates interactively which will populate the fields for you.

Screen	View	Fields
	Unit Address	Details about the accountable unit: • UIC code • Name • Country/State/Home Station
	Unit Details	• Army Headquarters
	Synopsis	Enter a summary of events from the time of the accident until the aircraft was at rest.

Personnel

The Personnel screen collects all the necessary information about any persons that were involved, caused, or injured in the accident. How you answer questions in this section will determine the field pages that display. The table below outlines likely details collected on personnel.

Screen	View	Fields
Personnel: Details about people that were involved (caused, contributed, or injured) in the accident.	Personnel List /Personnel Details / Summary Personnel can be added, edited, or deleted	For each person involved in the accident, a detailed record for that person creates in ReportIt. For more than one personnel record, the order in which they appear in the Personnel List is the order they display on the printed accident report. Up and down arrows will display to arrange the order of personnel if needed.
	General	General information about this person: • Personnel Service Code • Rank or pay grade • First Name/Last Name/ MI • SSN • DOB • Gender
		Unit Address • Unit Assigned to (selected existing unit or add a new involved unit) • UIC
	Duty	What was the individual's role: • On duty? • Duty Position • On flight controls?

	Background	Background about the individual:
		• Activity for the last 24 hours
		  o Hours Slept
		  o Hours Worked
		  o Hours Flown
		• Date redeployed from a combat zone

		Lab Tests • Were the required lab tests accomplished? o Result of the lab tests

Screen	View	Fields
	Qualifications	MTDS Qualifications • Total flight hours in the accident aircraft MTDS?
		Flight Experience • Total flight hours in all aircraft?
	PPE	Details about protective/restraint/survival equipment: • Did it function as designed?
		Personnel Protective Equipment • What was the PPE item? • What type? • Was it required; available; used; produced an injury; allowed an injury; prevented an injury; reduced the severity of an injury; functioned as designed?
		• Information Codes o Item o Component o Condition
	Escape/Rescue	Escape/Rescue required • Was there escape difficulties or a rescue required?
		Personnel Escape • Individual location at time of accident: o Location Type o Location • How did the individual escape? • Which exit was used? • How was the aircraft positioned at escape? • Cabin/cockpit conditions at time of accident? • Individual's physical condition? • Explain any failures, malfunctions, injuries or other problems not adequately defined.
		Exit Attempted o How did this person attempt exit?
		Escape Difficulties o Escape difficulties encountered
		Survival Rescue o Survival problems encountered o Means used to locate individual o Rescue equipment used o Factors that helped rescue o Factors complicating rescue
		Rescue Time o Select phase o Date/time phase initiated o Hours/minutes of elapsed time from beginning to end of the phase
		Evacuation Vehicles

<table>
<tr><th>Screen</th><th>View</th><th>Fields</th></tr>
<tr><td rowspan="10"></td><td></td><td>Rescue vehicles used for evacuation
How many nautical miles did the closest aircraft have to travel to the accident site?
How many statute miles did the closest ground rescue vehicle have to travel to reach the accident site?</td></tr>
<tr><td rowspan="7">Illness/Injury</td><td>Was this person injured?
What was the extent of the injury?
If fatal: Date of Death; Cause of Death; Was an Autopsy Performed?</td></tr>
<tr><td>Effects
Was this individual unconscious? (Hrs/Mins)
Did this individual experience amnesia? (Hrs/Mins)</td></tr>
<tr><td>Treatment
Was this individual treated in an emergency room?
Name of physician/healthcare provider
Was treatment provided away from the worksite?
Name of facility
Country/Address/State/City/Zip Code</td></tr>
<tr><td>Days Affected
Days lost due to hospitalization
Days lost not due to hospitalization
Days restricted</td></tr>
<tr><td>OSHA
OSHA case number
Date Individual Hired / Assigned
Time Work Begain
Home Address/City/State/Zip/Country</td></tr>
<tr><td>Injury Details
What body part?
Primary aspect of the injury for the body part
Secondary aspect of the injury for the body part
What was the injury to this body part?
What was the cause of this injury?
Select the injury mechanism qualifier
Select the injury cause factor subject
Select the injury cause factor action
Select the injury cause factor qualifier
Remarks</td></tr>
<tr><td></td></tr>
<tr><td>Mistake</td><td>Made mistake?
Did this individual make a mistake that caused or contributed to the accident?</td></tr>
<tr><td></td><td>Mistakes
What mistake did the individual make?</td></tr>
</table>

Screen	View	Fields
		• When did the mistake occur in the accident sequence? • Where did the mistake occur in the accident sequence? • How was the task/activity performed improperly? • What directive, common practice or standard governs the performance of the task/activity? • Explanation of the consequences of the mistake • What effect did the mistake have on the accident? • How confident are you about the effect of the mistake on the accident? • What was the ATM task number being performed at the time of the mistake? • What was the phase of operation that was in progress at the time the mistake occurred? Root Cause • Why was the mistake made? • Describe the root cause and how it caused the mistake. Recommendation • What do you recommend? • Unit Corrective Action o Unit, command or activity best capable of implementing the action o Corrective action description Higher Level Corrective Action o Unit, command or activity best capable of implementing the action o Corrective action description Army Level Corrective Action o Army Agency responsible o Corrective action description
	Associations	What items(s) and/or conditions are related to this individual: Aircraft/Environmental

Aircraft

The Aircraft screen collects all the necessary information about all aircraft involved in the accident. How you answer questions in this section will determine the field pages that display. The table below outlines likely details collected on an aircraft.

Screen	View	Fields
Aircraft: Details about the aircraft that were involved (unit, mission, maintenance history, damage, etc).	Aircraft List Aircraft can be added, edited, or deleted	For each aircraft involved in the accident, a detailed record creates in ReportIt. If more than one aircraft record is entered, the order in which they appear in the Aircraft List is the order they will be displayed on the printed accident report. Up and down arrows

Screen	View	Fields
		will display to arrange the order of aircraft if needed.
	General Information	General information about this aircraft: • Serial Number • MTDS for this aircraft
		Unit Information • Aircraft was assigned to... • UIC Code • Organization level • Name of organization • Country/State • Home Station
		Unit Details • Army Headquarters

		Tools
		• Digital source collector installed?
		  o Type
		• Night visual aids used?
		  o Type

		Mission
		• What type of mission was this aircraft involved in at the time of the accident?
		• Single or Multi-aircraft mission?
		  o What was the total number of aircraft on this multi-ship mission?
		• Type of flight plan at time of accident?
		• Was this mission part of a named operation, field exercise, or neither?
		  o Name of operation/exercise?

		Damage • Was the aircraft a total loss? • How much did the aircraft damage cost? • How many man-hours did the repair take? • Damage to other military property by this aircraft? • Damage to civilian property by this aircraft?
	Fire	Fire Occurred? • Was there fire associated with this aircraft?
		Fire General Information • In which phase did the fire start?
		Fire Indication • What events indicated a fire?
		Fire Combustible Material • Were there any combustible materials on the aircraft that served as the principal source of the fire?
	Fluids	Spillage

Screen	View	Fields
		• Was there any spillage of flammable fluids by this aircraft? What type/ amount spilled
		Spillage Source • What type of part leaked? • name of part • manufacturer's part number • part NSN
		Fuel System and Tanks • Was this aircraft equipped with crash resistant fuel system? o Did the fuel system breakaway valves separate as designed? • Was the aircraft equipped with auxiliary fuel tanks? o Internal or External o Were they crashworthy?
	Flight Data	Emergency Phase • Phase of operation • Second phase of operation • Third phase of operation • planned duration of the flight • AGL altitude • airspeed (KIAS) • aircraft weight • overgross conditions?
		Accident Phase • Phase of operation • Second phase of operation • Third phase of operation • planned duration of the flight • AGL altitude • airspeed (KIAS) • aircraft weight • overgross conditions
	Impact	Impact Type • Did this aircraft collide with an object in-flight and/or terrain? • Was occupiable space compromised? o Wire Strike? o WSPS Installed ▪ WSPS Engaged Wire • WSPS Cut Wire • WSPS Functioned as Designed o Diameter o Number of Wires
		In-Flight • Was there damage to the aircraft as a result of an in-flight collision?

Screen	View	Fields
		o KIAS or true airspeed just before impact o vertical speed and direction just before impact o flight path angle and direction at major impact o pitch angle and vertical direction at the moment of impact o roll angle and horizontal direction at the moment of impact
		Obstacles • Type of obstacle • how high above the ground did the aircraft strike this obstacle • how noticeable was the obstacle from the crew's position under the environmental conditions and terrain at the time of impact • Where did this obstacle strike the aircraft?
		(Note: Some obstacle strikes, such as wire, require further field data) Wire Strike • Wire Type • Number of Wires • Diameter • WSPS Installed o Did WSPS engage wire? o Did WSPS cut the wire o Did WSPS function as designed
		Location • Was there damage to this aircraft as a result of a collision with terrain?
		Terrain Impact • What was the ground speed • What was the vertical speed and direction of the aircraft just before impact • what was the flight path angle and direction just before impact • which two measures are the most accurate • what was the impact angle • what was the pitch altitude and vertical pitch direction at the instant of impact • what was the roll attitude and horizontal roll direction at the instant of impact • what was the yaw attitude and horizontal direction at the instant of impact?
		Rotation • Did the aircraft rotate about any axis after the major impact? o What was the pitch and vertical pitch direction after the major impact

Screen	View	Fields
		o what was the roll and horizontal roll direction after the major impact o what was the yaw and horizontal yaw after the major impact
		Impact force • What is the estimated or analytically determined vertical force (G's) and force direction at the aircraft center of gravity? • What is the estimated or analytically determined longitudinal force (G's) and force area at the aircraft center of gravity? • What is the estimated or analytically determined lateral force (G's) and force direction at the aircraft center of gravity?
		Fuselage deformation • Fuselage deformation area • Specific area • amount or type of deformation • Caused Injury to personnel?
		Large component displacement • Select the component • Displaced from normal position • cockpit penetrated or entered • component torn free; cabin penetrated or entered.
		Remarks • Additional impact remarks (as indicated)
	Materiel	Aircraft Failure • Were there any components and/or parts that failed or malfunctioned on this aircraft?
		Component/Part Detail • Component or part • Name • Model (if component) • Part Number • NSN • Serial number • MFG code
		Causative Role • Did materiel failure have a causative role in accident • Did maintenance act of omission have a causative role in this accident • Did design of component/part have a causative role in this accident • Did the manufacture of this component/part have a causative role in this accident
		Failure

Screen	View	Fields
		• What type of failure/malfunction did this component/part undergo? • When the component/part failure happened in the accident sequence • Where the component/part failure happened in the accident sequence • Consequences of the materiel failure • Caused contributed state
		Phase of Operation • Select phase of operation
		Root Cause • Root Cause for the failure • How the root cause contributed to the failure
		Recommendation • What do you recommend? • Unit Corrective Action o Unit, command or activity best capable of implementing the action o Corrective action description Higher Level Corrective Action o Unit, command or activity best capable of implementing the action o Corrective action description Army Level Corrective Action o Army Agency responsible o Corrective action description
	Associations	Associate personnel/environmental conditions to this aircraft.

Risk Management

The Risk Management screen is required for class C accidents and above, and optional for all other classes.

Screen	View	Fields
Risk Management: Details about risk management performed by the responsible organization.	Mission	• At what level was the mission or training conducted? • What was the rank of the person who approved the mission/training? • What was the duty position of the person who approved the mission/training?
	Responsible Leadership	• What was the rank of the person who was in charge of the mission/training? • What was the duty position of the person who was in charge of the mission/training? • What was the rank of the senior leader present during the mission/training?

Screen	View	Fields
		• What was the duty position of the senior leader during the mission/training?
	Performed	• Was risk management performed? o What was the rank of the person who performed RM? o What was the duty position of the person who performed RM?

Screen	View	Fields
	Process Communicated	• Was risk management process communicated? o Which methods of communication were used?: Order; verbal/brief; worksheet; unknown; other.
	Identified Risk	• Was the accident event identified or considered during risk management? o What was the level of identified risk?
	Accepted Risk	• Was the potential for the accident event accepted as residual risk? o What was the rank of the person who accepted the residual risks? o What was the duty position of the person who accepted the residual risks?

Environmental

The Environmental screen collects information about the weather/environmental conditions that were present at the time of the accident.

Screen	View	Fields
Environmental: Details about the environmental and weather conditions at the time of the accident.	General	• Did the aircraft have any icing issues? • What were the general weather conditions at the time of the accident? • Was the moon above the horizon at the time of the accident? o Was the moon visible at the time of the accident? o How far did the moon appear above the horizon? o What was the percentage of moon illumination? o What was the clock position of the moon from the flight path or nose of the aircraft? • Did the aircraft experience any turbulence?
	Conditions	• What were the environmental conditions present at the time of the accident? • What effect did the environmental condition have on the accident?

Screen	View	Fields
		o How confident are you about the effect of the environmental condition on the accident? o Provide a detailed description of the environmental condition. o Describe when the environmental condition happened in the sequence of events. o Describe where the environmental condition occurred in the sequence of events. o Explanation of the consequences o Provide a description of how the environmental condition actually caused and/or contributed to the accident. Recommendation • What do you recommend? • Unit Corrective Action o Unit, command or activity best capable of implementing the action o Corrective action description Higher Level Corrective Action o Unit, command or activity best capable of implementing the action o Corrective action description Army Level Corrective Action o Army Agency responsible o Corrective action description
	Associations	Associate personnel/aircraft to this environmental condition.

Narrative

The Narrative screen is where you record the facts, conditions, and circumstances established during the accident investigation. The information obtained from the narrative impact witness interviews of the accident.

Screen	View	Fields
Narrative of Investigation: Enter the facts, conditions, and circumstances established during the investigation.	Narratives	The four main sections of the narrative include: • History of Flight • Human Factors Investigation • Materiel Factors Investigation • Analysis (The sections above have sub-sections to complete. The History of Flight, Human Factors Investigation and Material Factors Investigation must contain factual data.)

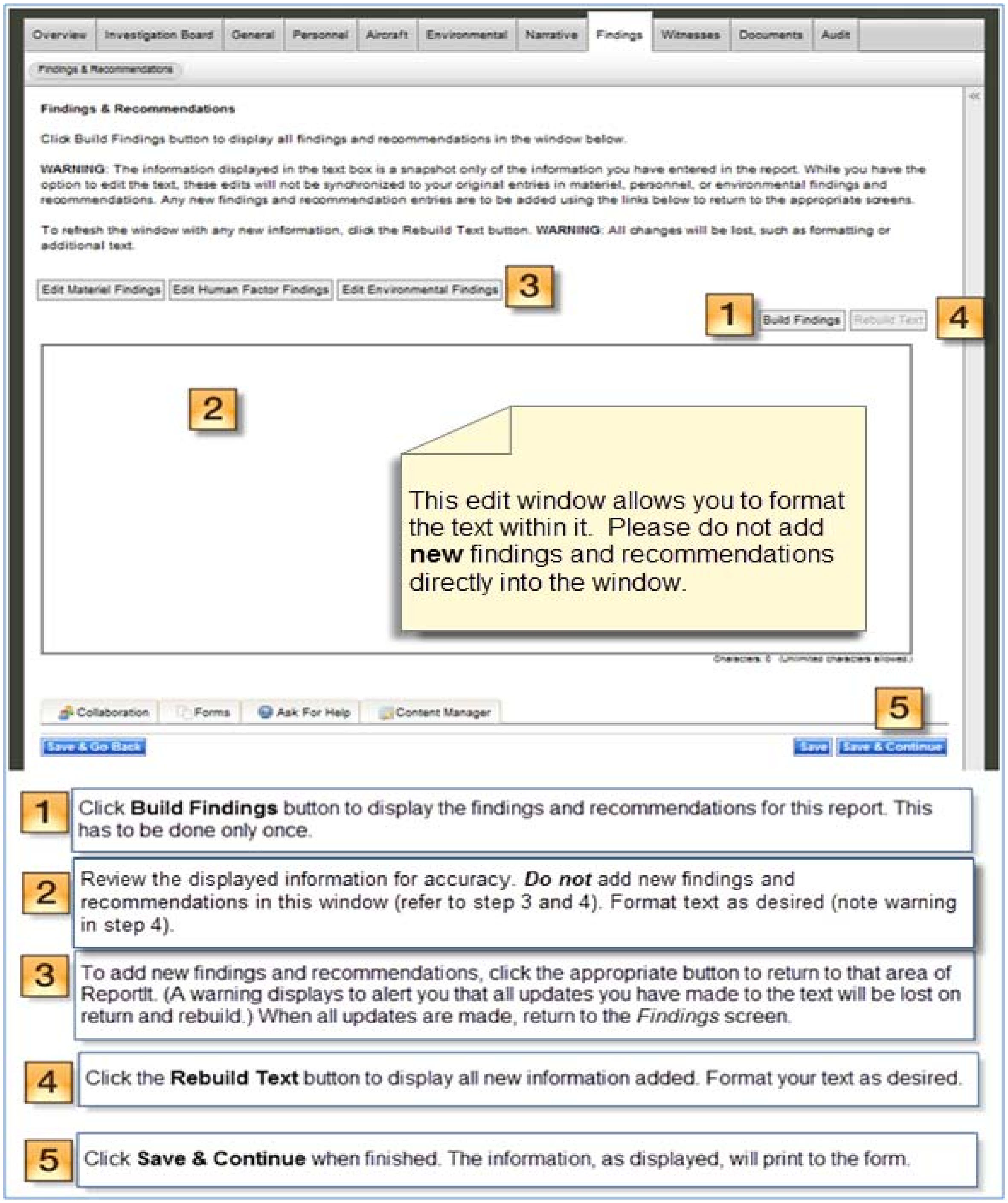
Findings

When an accident report has human errors, materiel failures/malfunctions, and/or environmental conditions, Findings and Recommendations are required. The "Findings" screen concatenates all findings and recommendation 'source' fields into one editable textbox.

This editable Findings textbox allows the user the ability to format or rearrange the order of the findings text. The screen also provides easy navigation back to the desired location to add new details to the findings and recommendations.

WARNING: The information displayed in the text box is a snapshot only of the information you have entered in the report. While you have the option to edit the text, these edits will not match with your original entries. Add new findings and recommendations using the links provided in the Findings screen.

Refer to image below for information on using the Findings editable window.



Finding Editable Window

Witnesses

When you have witnesses of an accident, the Witness screen allows you to gather the necessary information required for the accident report. Not all accidents have witnesses. If this section is optional for your class type, click the Skip This Section button.

Screen	View	Fields
Witnesses: The Witness screen is an optional screen to enter witness information for an accident.	Witness List / Witness Information Witnesses can be added, edited, or deleted.	Add, Edit or Delete Witnesses: Provide general information for each witness, such as: • Witness Name • Address/Phone #/DOB • Occupation/Employer/Rank/Background • Witness location at the time of the accident
	Interviews	Interviews for this witness: You can have multiple interviews for one witness. Information asked about an interview are: • Date of interview • Who conducted the interview • Interview summary
	Promise of Confidentiality	Details about witness promise of confidentiality: • Was it offered • Was it requested • Was it declined (displays only if "Yes" to was it offered)

Documents

The Documents screen is for attaching documents external to the report application, such as maps, pictures, etc.

Screen	View	Fields
Documents: Attached documents are associated to a screen and if applicable, a screen list item, such as Personnel > [person] or Aircraft > [aircraft].	Attachments	• Select file type • Information provided in the file • Name of the file • Remarks • Area associated with: Specifically • Description/Caption • Select file
	Forms	Displays forms that print for the accident report. Add remarks as required.

3.2.1.3 UAS [Guided] Report Screens and Fields

This section breaks down the screens/views/fields that you see when you create a report in Guided mode. It includes step-action tables, screen images, and field explanations to assist you in completing an unmanned aircraft report using Guided mode. Keep in mind that screens/views/fields are conditional to the information provided.

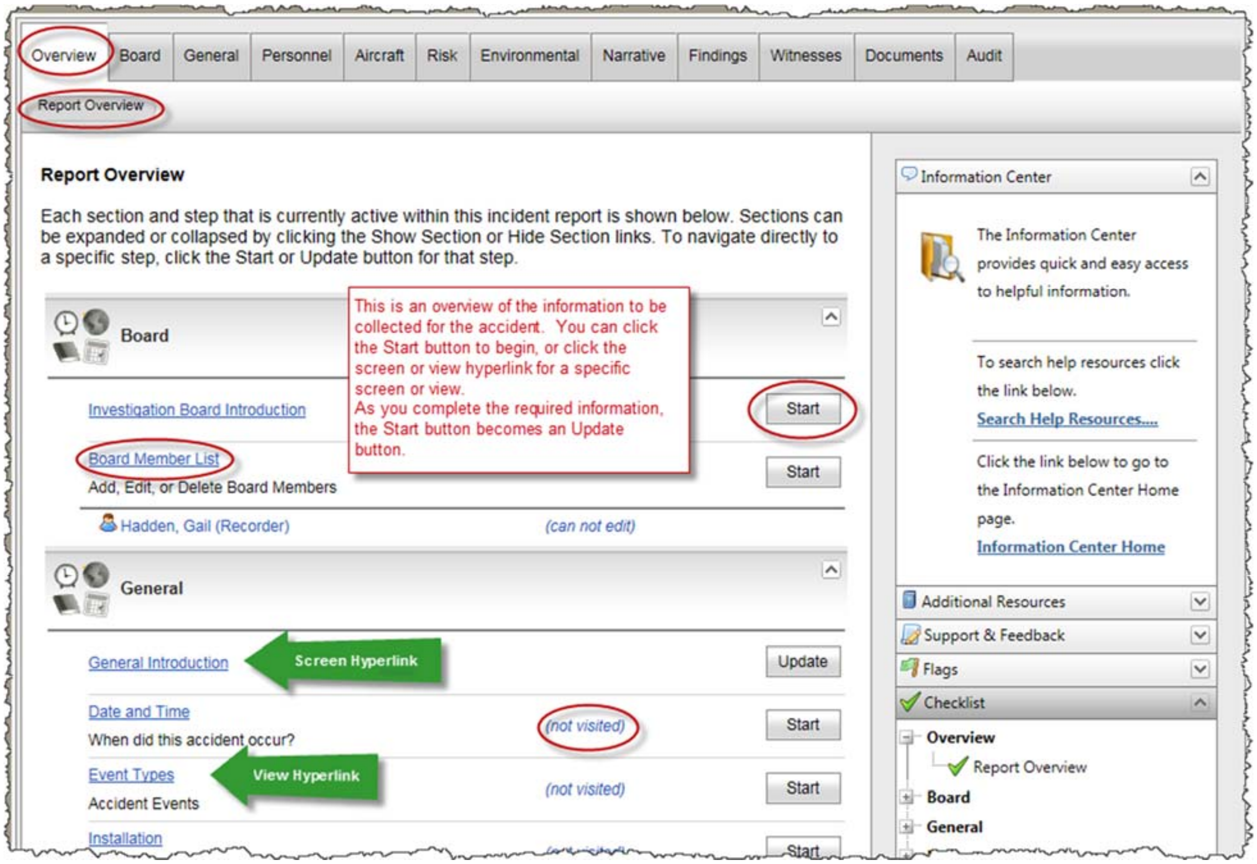
Get Started

Screen	View	Fields
Get Started: This section will ask the user questions and the answer will determine the report type.	Aircraft-Related Accident	Q: Was this a flight, flight-related, or aircraft ground accident/incident? **Note**: You answer if the aircraft involved was manned or unmanned. Selecting unmanned will create a UAS report.
	Foreign Object (This view will appear only if you answered that there was reportable damage to an aircraft.)	Q: Was the only damage to the aircraft confined to turbine engine damage because of unavoidable internal or external foreign object? **Note:** Answering yes results in a Class F accident
	Illness or Injury	Q: Did the accident result in any injury or occupational illness? (If you answer *Yes*; the severity of the injury must be determined and a list of injuries or illnesses will display.)
	Property Damage	Q: Did the accident result in property damage? (If you answer *Yes*: select the total estimated property damage cost of damage that resulted from the accident.)
	Duty Status	Q: Did the incident occur on duty? Q: What personnel types were involved? Q: Was the accident due to Army operations?
	Combat Reporting	Q: Are normal investigation and reporting procedures impractical due to combat operations? Q: Did this incident occur during or is your unit currently in a combat operation?
	Result	Displays the Report Class and type.

The Screen tabs display both required and optional screens in an accident report creation. The report class defines the screen tabs that display. The example below is for a 2397-U form, class C accident.

Overview

The Overview displays the “mile-high view” of what categories of information (screens) are available to complete your accident report. You can use the screen tabs to open the available views and the report field pages, or you can use the Start button for that view.



Overview Screen

Investigation Board

The Investigation Board screen allows the recorder to add, edit, or delete board members.

Screen	View	Fields
Investigation Board: Defines the investigation board member list for the report.	Add a Board Member	Find User... • AKO User Name (search) The report creator is, by default, added to the Board Member List as the Submitter. The Submitter role can be changed to Recorder if applicable. The submitter/recorder record cannot be edited or deleted.

Screen	View	Fields
	View/Edit Board Member	Details for a board member include: • Name (populated from AKO) • Email Address (populated from AKO) • Rank • Branch

Screen	View	Fields
		• Classification • Board Position • Rating • Board Member Permissions (default is read-only access; however, edit capabilities may be added for a screen or the entire report.)

General

The General screen gathers basic information about the accident; such as date, time, and location.

Screen	View	Fields
General: Basic information about the accident. This information is required to submit a report.	Date and Time	When did the accident occur? • Date and Time • Period of day • UAS category • ReportIt Description (this displays in your ReportIt dashboard only.)
	Event Types	• Primary Event Type • Secondary Event Type • Tertiary Event Type
	Installation	Details about where the accident occurred: • Did it occur on post? • Country • State • City nearest the accident site • Name of nearest installation • Did the accident take place on an airfield?
	Location Details	Enter either the Military Grid coordinates or the Lat/Long. If you use the lat/long coordinates, you can locate the coordinates interactively which will populate the fields for you.
	Unit Address	Details about the accountable unit: • UIC code • Name • Country/State/Home Station
	Unit Details	• Army Headquarters
	Synopsis	Enter a summary of events from the time of the accident until the aircraft was at rest.

Personnel

The Personnel screen collects all the necessary information about any persons that were involved, caused injury, or were injured in the accident. How you answer questions in this section will determine the field pages that display. The table below outlines likely details collected on personnel.

Screen	View	Fields
Personnel: Details about people that were involved (caused, contributed, or injured) in the accident.	Personnel List /Personnel Details / Summary Personnel can be added, edited, or deleted	For each person involved in the accident, a detailed record for that person creates in ReportIt. For more than one personnel record, the order in which they appear in the Personnel List is the order they display on the printed accident report. Up and down arrows will display to arrange the order of personnel if needed.
	General	General information about this person: • Personnel Service Code • Rank or pay grade • First Name/Last Name/ MI • SSN • DOB • Gender
		Unit Address • Unit Assigned to (selected existing unit or add a new involved unit) • UIC
	Duty	What was the individual's role: • On duty? • Duty Position • On flight controls?

	Background	Background about the individual:
		• Activity for the last 24 hours
		  o Hours Slept
		  o Hours Worked
		  o Hours Flown
		• Date redeployed from a combat zone

		Lab Tests • Were the required lab tests accomplished? o Result of the lab tests
	Qualifications	MTDS Qualifications • Total flight hours in the accident aircraft MTDS?
		Flight Experience • Total flight hours in all aircraft?
	Illness/Injury	Was this person injured? • What was the extent of the injury? o If fatal: Date of Death; Cause of Death; Was an Autopsy Performed?
		Effects • Was this individual unconscious? (Hrs/Mins) • Did this individual experience amnesia? (Hrs/Mins)
		Treatment • Was this individual treated in an emergency room? • Name of physician/healthcare provider

<table>
<tr><th>Screen</th><th>View</th><th>Fields</th></tr>
<tr><td></td><td></td><td>Was treatment provided away from the worksite?
Name of facility
Country/Address/State/City/Zip Code</td></tr>
<tr><td></td><td></td><td>Days Affected
Days lost due to hospitalization
Days lost not due to hospitalization
Days restricted</td></tr>
<tr><td></td><td></td><td>OSHA
OSHA case number
Date Individual Hired / Assigned
Time Work Begain
Home Address/City/State/Zip/Country</td></tr>
<tr><td></td><td></td><td>Injury Details
What body part?
Primary aspect of the injury for the body part
Secondary aspect of the injury for the body part
What was the injury to this body part?
What was the cause of this injury?
Select the injury mechanism qualifier
Select the injury cause factor subject
Select the injury cause factor action
Select the injury cause factor qualifier
Remarks</td></tr>
<tr><td></td><td>Mistake</td><td>Made mistake?
Did this individual make a mistake that caused or contributed to the accident?</td></tr>
<tr><td></td><td></td><td>Mistakes
What mistake did the individual make?
When did the mistake occur in the accident sequence?
Where did the mistake occur in the accident sequence?
How was the task/activity performed improperly?
What directive, common practice or standard governs the performance of the task/activity?
Explanation of the consequences of the mistake
What effect did the mistake have on the accident?
How confident are you about the effect of the mistake on the accident?
Root Cause
Why was the mistake made?
Describe the root cause and how it caused the mistake.
Recommendation
What do you recommend?
Unit Corrective Action</td></tr>
</table>

Screen	View	Fields
		o Unit, command or activity best capable of implementing the action o Corrective action description Higher Level Corrective Action o Unit, command or activity best capable of implementing the action o Corrective action description Army Level Corrective Action o Army Agency responsible o Corrective action description
	Associations	What items(s) and/or conditions are related to this individual: Aircraft/Environmental

Aircraft

The Aircraft screen collects all the necessary information about all aircraft involved in the accident. How you answer questions in this section will determine the field pages that display. The table below outlines likely details collected on an aircraft.

Screen	View	Fields
Aircraft: Details about the aircraft that were involved (unit, mission, maintenance history, damage, etc).	Aircraft List Aircraft can be added, edited, or deleted	For each aircraft involved in the accident, a detailed record creates in ReportIt. If more than one aircraft record is entered, the order in which they appear in the Aircraft List is the order they will be displayed on the printed accident report. Up and down arrows will display to arrange the order of aircraft if needed.
	General Information	General information about this aircraft: • Serial Number • MTDS for this aircraft
		Unit Information • Aircraft was assigned to... • UIC Code • Organization level • Name of organization • Country/State • Home Station
		Unit Details • Army Headquarters
		Tools • Digital source collector installed? o Type o Was the data captured and preserved? o Storage location
		Mission • What type of mission was this aircraft involved in at the time of the accident? • Single or Multi-aircraft mission?

Screen	View	Fields
		o If Multi; What was the total number of aircraft on this multi-ship mission? o If Manned/Unmanned Teaming; Level of Interoperability (LOI) • Simultaneous UA Operation? o If Yes, Number of UA Operating Simultaneously; Simultaneous MTDS • Type of flight plan at time of accident? • What were the flight rules the UA was flying under? • Was this mission part of a named operation, field exercise, or neither? o If Yes, Name of operation/exercise?
		Damage • Was the aircraft a total loss? • How much did the aircraft damage cost? • How many man-hours did the repair take? • Damage to other UAS sub-systems was caused by this aircraft? • How much damage to other military property was caused by this aircraft? • How much damage to other civilian property was caused by this aircraft? • Total aircraft damage cost
	Fire	Fire Occurred? • Was there fire associated with this aircraft? • Do you want to complete a 2397-12 for this aircraft?
		Fire General Information • In which phase did the fire start? • If completing 2397-12 o When specifically did the fire start? o What percentage of the damage was caused by this fire? o Did the G-Force activated fire extinguishing system function as designed? o Additional remarks
		Fire Indication (if completing 2397-12) • What events indicated a fire?
		Fire Location (if completing 2397-12) • Where did the fire begin? • How certain are you that this is where the fire first started? • Is this also the principal location of the fire? o If no, Where was the fire located mainly?; how certain are you that this was the principal location of the fire?
		Fire Ignition Source (if completing 2397-12) • Ignition Source o What ignited the fire?

Screen	View	Fields
		o How certain are you that this started the fire?
		Fire Combustible Material (if completing 2397-12) • Were there any combustible materials on the aircraft that served as the principal source of the fire? o Which combustible material was a principal source of the fire? o How certain are you that this was a principal source of the fire?
		Fire and Smoke Detection Systems (if completing 2397-12) • Was a fire smoke detection system installed on this aircraft? o If yes, Did the detection system operate properly?; Were the detectors within range of the smoke/fire?
		Fire Extinguishing System (if completing 2397-12) • Fire extinguishing system type • How well did the fire extinguishing system work? • Did the fire extinguishing system fail? • If Yes o What is the name of this fire extinguishing system? o What is it's NSN? o What is the QDR/EIR number? o What is the size of the fire extinguishing system? o What type of agent was used? o What was the actual failure or malfunction of this system? o Why did this fire extinguishing system fail or malfunction?
		Fire Emergency Shutoff (if completing 2397-12) • What type of emergency shutoff system was used? • What was its effect on the fire? • How certain are you of its effectiveness?
		Fire Distances (if completing 2397-12) • How far did the aircraft occupant have to travel to escape? • How far by air was the nearest available military firefighting equipment? • How far by road was the nearest available military firefighting equipment?
		Fire Toxicity (if completing 2397-12) • Were there any toxic products associated with the fire? • If yes, what is the name of the toxic product?
	Fluids	Spillage

Screen	View	Fields
		• Was there any spillage of flammable fluids by this aircraft? If Yes, What type/ amount spilled
		Spillage Source • What type of part leaked? • name of part • manufacturer's part number • part NSN
		Fuel System and Tanks • Was this aircraft equipped with crash resistant fuel system? o If yes, Did the fuel system breakaway valves separate as designed? • Was the aircraft equipped with auxiliary fuel tanks? o If yes, ▪ Internal or External ▪ Were they crashworthy?
	Flight Data	Emergency Phase • Phase of operation • Second phase of operation • Third phase of operation • planned duration of the flight • AGL altitude • MSL altitude • airspeed (KIAS) • aircraft weight • overgross conditions?
		Accident Phase • Phase of operation • Second phase of operation • Third phase of operation • planned duration of the flight • AGL altitude • MSL altitude • airspeed (KIAS) • aircraft weight • overgross conditions
		Aerostat • Was this aerostat? • If yes, o Nominal operating altitude of aerostat or amount of tether out o Specific altitude at time of incident o Time since last tether maintenance o Tether tension history for last 30 minutes prior to anomaly o Time since last helium top-off o Aerostat fan and pressure data o Age of envelope

Screen	View	Fields
		o Did the Flight Termination System Function? o Altitude o Altitude Type o Distance from Mountains o Distance Type o Additional Aerostat Information
		Loss of Link • Was there a loss of link? • If yes, o Types of links lost o Types of links o UA Distance from GCS at time of loss of link
		Take Off/Landing • Did the accident occur during the take-off or landing phase? • If Take off; Take-off method • If Landing; Landing Phase Method
	Materiel	Aircraft Failure • Were there any components and/or parts that failed or malfunctioned on this aircraft?
		Component/Part Detail • Component, part or UAS Subsystem • Name • Model (if component or UAS Subsystem) • Part Number • NSN • Serial number • MFG code
		Causative Role • Did materiel failure have a causative role in accident • Did maintenance act of omission have a causative role in this accident • Did design of component/part have a causative role in this accident • Did the manufacture of this component/part have a causative role in this accident
		Failure • What type of failure/malfunction did this component/part undergo? • When the component/part failure happened in the accident sequence • Where the component/part failure happened in the accident sequence • Consequences of the materiel failure • Caused contributed state
		Phase of Operation • Select phase of operation
		Root Cause

Screen	View	Fields
		• Root Cause for the failure • How the root cause contributed to the failure
		Recommendation • What do you recommend? • Unit Corrective Action o Unit, command or activity best capable of implementing the action o Corrective action description Higher Level Corrective Action o Unit, command or activity best capable of implementing the action o Corrective action description Army Level Corrective Action o Army Agency responsible o Corrective action description

Environmental

The Environmental screen collects information about the weather/environmental conditions that were present at the time of the accident.

Screen	View	Fields
Environmental: Details about the environmental and weather conditions at the time of the accident.	General	• Would you like to enter in the information for the 2397-11? o Temperature? o Altimeter settings? o Altimeter reading? o Pressure altitude? o Weather forecast correct? • What were the general weather conditions at the time of the accident?
		Moon • Did the aircraft have any icing issues? • Moon above horizon (if completing 2397-11) o Moon visible o How far did the moon appear above the horizon? o What was the percentage of moon illumination? o What was the clock position of the moon from the flight path or nose of the aircraft? o What was the local time of the moon's rise? o What was the local time of the moon's set? • Did the aircraft experience any turbulence?
	Conditions	• What were the environmental conditions present at the time of the accident? • What effect did the environmental condition have on the accident?

Screen	View	Fields
		o How confident are you about the effect of the environmental condition on the accident? o Provide a detailed description of the environmental condition. o Describe when the environmental condition happened in the sequence of events. o Describe where the environmental condition occurred in the sequence of events. o Explanation of the consequences o Provide a description of how the environmental condition actually caused and/or contributed to the accident. Recommendation • What do you recommend? • Unit Corrective Action o Unit, command or activity best capable of implementing the action o Corrective action description Higher Level Corrective Action o Unit, command or activity best capable of implementing the action o Corrective action description Army Level Corrective Action o Army Agency responsible o Corrective action description
	Associations	Associate personnel/aircraft to this environmental condition.

Narrative

The Narrative screen is where you record the facts, conditions, and circumstances established during the accident investigation. The information obtained from the narrative impact witness interviews of the accident.

Screen	View	Fields
Narrative of Investigation: Enter the facts, conditions, and circumstances established during the investigation.	Narratives	The four main sections of the narrative include: • History of Flight • Human Factors Investigation • Materiel Factors Investigation • Analysis (The sections above have sub-sections to complete. The History of Flight, Human Factors Investigation and Material Factors Investigation must contain factual data.)

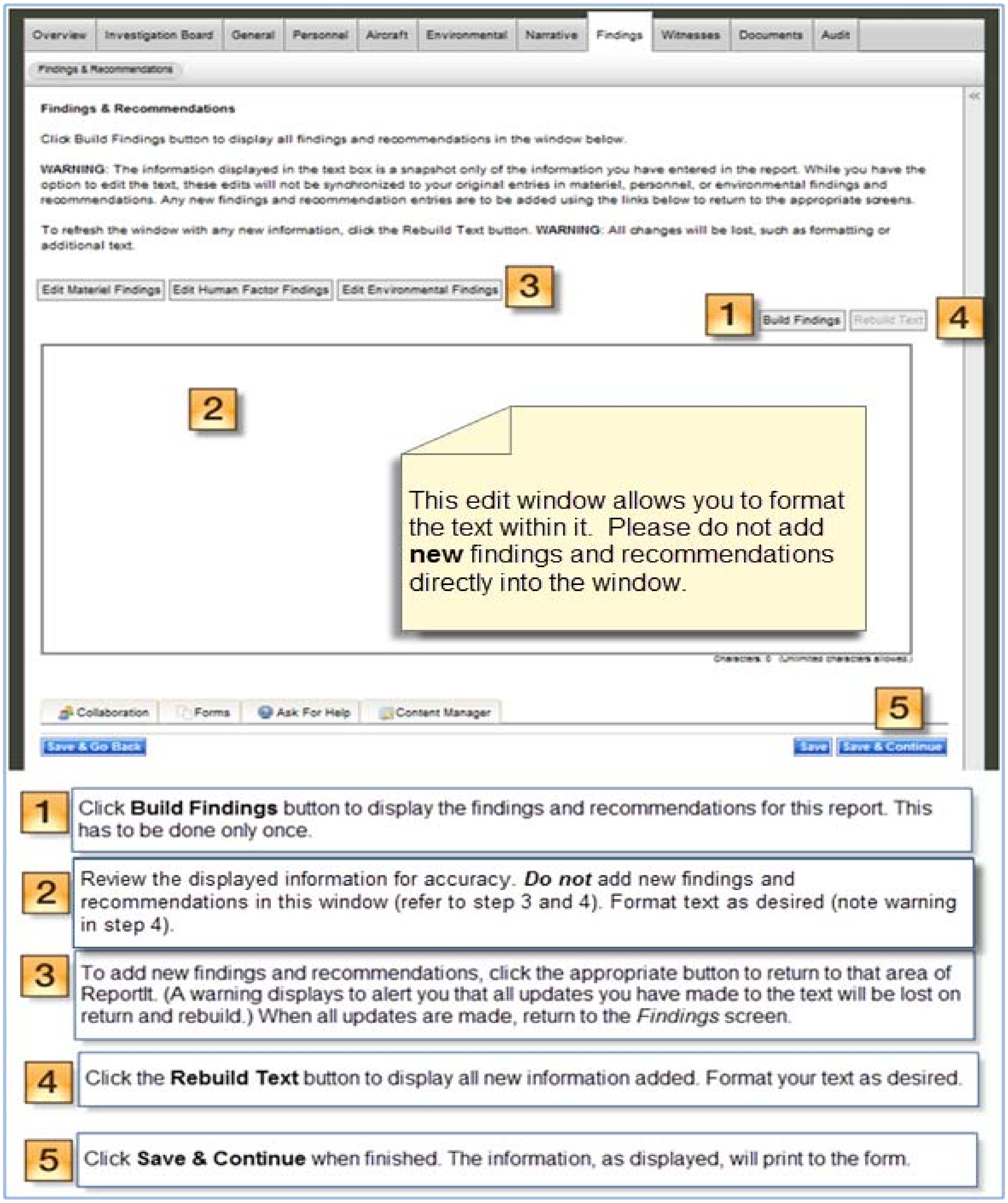
Findings

When an accident report has human errors, materiel failures/malfunctions, and/or environmental conditions, Findings and Recommendations are required. The “Findings” screen concatenates all findings and recommendation ‘source’ fields into one editable textbox.

This editable Findings textbox allows the user the ability to format or rearrange the order of the findings text. The screen also provides easy navigation back to the desired location to add new details to the findings and recommendations.

WARNING: The information displayed in the text box is a snapshot only of the information you have entered in the report. While you have the option to edit the text, these edits will not match with your original entries. Add new findings and recommendations using the links provided in the Findings screen.

Refer to image below for information on using the Findings editable window.



Finding Editable Window

Witnesses

When you have witnesses of an accident, the Witness screen allows you to gather the necessary information required for the accident report. Not all accidents have witnesses. If this section is optional for your class type, click the Skip This Section button.

Screen	View	Fields
Witnesses: The Witness screen is an optional screen to enter witness information for an accident.	Witness List / Witness Information Witnesses can be added, edited, or deleted.	Add, Edit or Delete Witnesses: Provide general information for each witness, such as: • Witness Name • Address/Phone #/DOB • Occupation/Employer/Rank/Background • Witness location at the time of the accident
	Interviews	Interviews for this witness: You can have multiple interviews for one witness. Information asked about an interview are: • Date of interview • Who conducted the interview • Interview summary
	Promise of Confidentiality	Details about witness promise of confidentiality: • Was it offered • Was it requested • Was it declined (displays only if "Yes" to was it offered)

Documents

The Documents screen is for attaching documents external to the report application, such as maps, pictures, etc.

Screen	View	Fields
Documents: Attached documents are associated to a screen and if applicable, a screen list item, such as Personnel > [person] or Aircraft > [aircraft].	Attachments	• Select file type • Information provided in the file • Name of the file • Remarks • Area associated with: Specifically • Description/Caption • Select file
	Forms	Displays forms that print for the accident report. Add remarks as required.

3.2.2 Create a Report in Expert mode

Expert mode displays the fields for the report type by screen category and view, rather than a page-by-page question and answer scenario as Guided mode. You will still provide the same information, however, with fewer pages.

As with Guided mode, your answers create the forms that are required for the report type. Expert mode is for the more experienced accident reporter but anyone can create a report in Expert mode at any time during the reporting process.

Follow the steps below to create a report in Expert mode.

Step	Action
1	Click  from the ReportIt task bar.
2	Click Start in Expert Mode... . **Result**: The *Get Started (Expert Mode)* screen displays.
3	Make your selections for your report and accident type.
4	Click Continue to enter the details of your accident report. **Result**: The *Report Overview* screen displays. Click the **Start** button for a section to enter the details. See the tables below for descriptions of screens/views/field pages.

3.2.2.1 Ground [Expert] Report Screens and Fields

This section will break down the screens/views/fields that you will see when you create a report in Expert mode. There will be step-actions tables as needed with screen images and field explanations to assist you in completing a ground report using Expert mode. The data you enter determines the screens and views that you see during report creation.

Get Started (Expert Mode)

Screen	View	Fields
Get Started: The fields in this screen allow you to define the report type, classification, etc.	Get Started	• Accident date • Was this person (or persons) involved in this incident on-duty? • Did this incident occur during or is your unit currently in a combat operation? • Select the Form Type • Select the Classification • Is there a formally-appointed investigation board (dependent on your selection of form type and classification)?

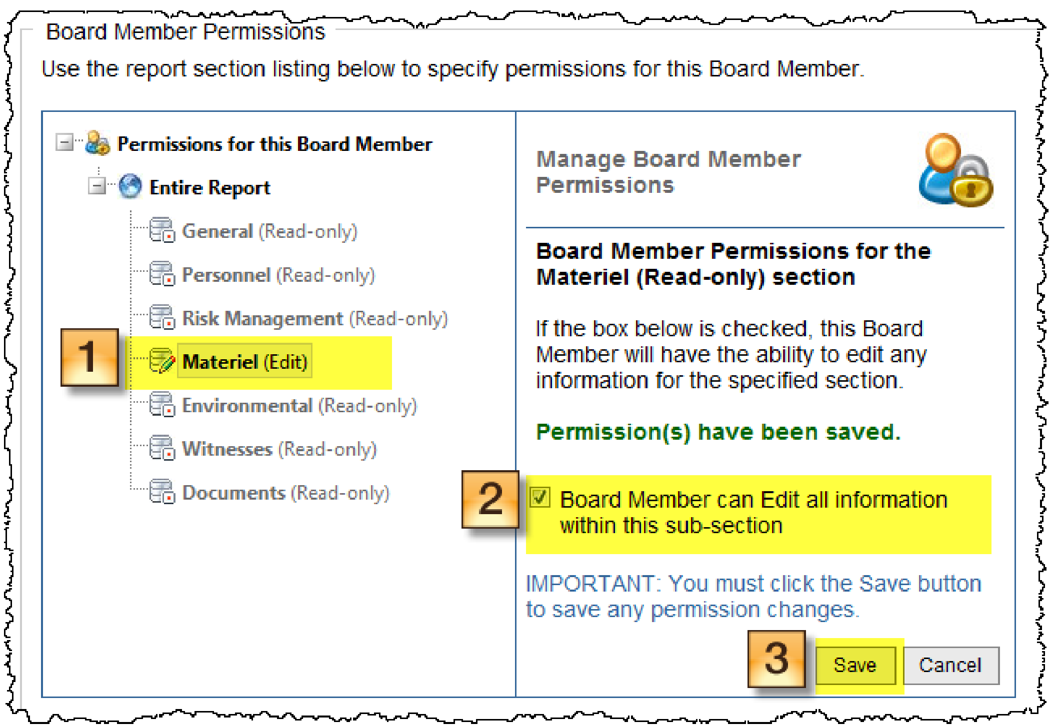
Investigation Board

Add, edit, or delete board members in the Investigation Board screen.

Investigation Board is not available in 285-AB Report.

Screen	View	Fields
Investigation Board: Defines the investigation board member list for the report.	Add a Board Member	Find User... • AKO User Name (search)
	View/Edit Board Member	Details for a board member include: • Name (populated from AKO) • Email Address (populated from AKO) • Rank • Branch • Classification • Board Position • Board Member Permissions

Follow the steps below to add an investigation board member:

Step	Action
1	Create a report or resume a report that meets the requirements for an investigation board. (Refer to 3.2 Create a Report) or (refer to 3.5 Resume a Report to resume a report.)
2	Navigate to the **Investigation Board** screen.
3	Click Add Board Member.
4	Enter the [*AKO User Name*] and then click Find User... .
Step	**Action**
5	Complete the following fields: • Branch • Board Position
	The name and e-mail address fields are pre-populated and not editable.
6	By default, board member permissions are read-only. Modify the *Board Member Permissions* as appropriate by: (1) Clicking the report screen name, i.e., Materiel, Environmental, and then (2) Click the checkbox to allow the board member to edit the information, and then (3) Click **Save**. 
7	Click Done with this Board Member to return to the *Board Member List* view.
8	Repeat the steps to add another investigation board member as required.

9	Click Done with Investigation Board when all members are added.

General

The General screen gathers basic information about the accident; such as date, time, and location.

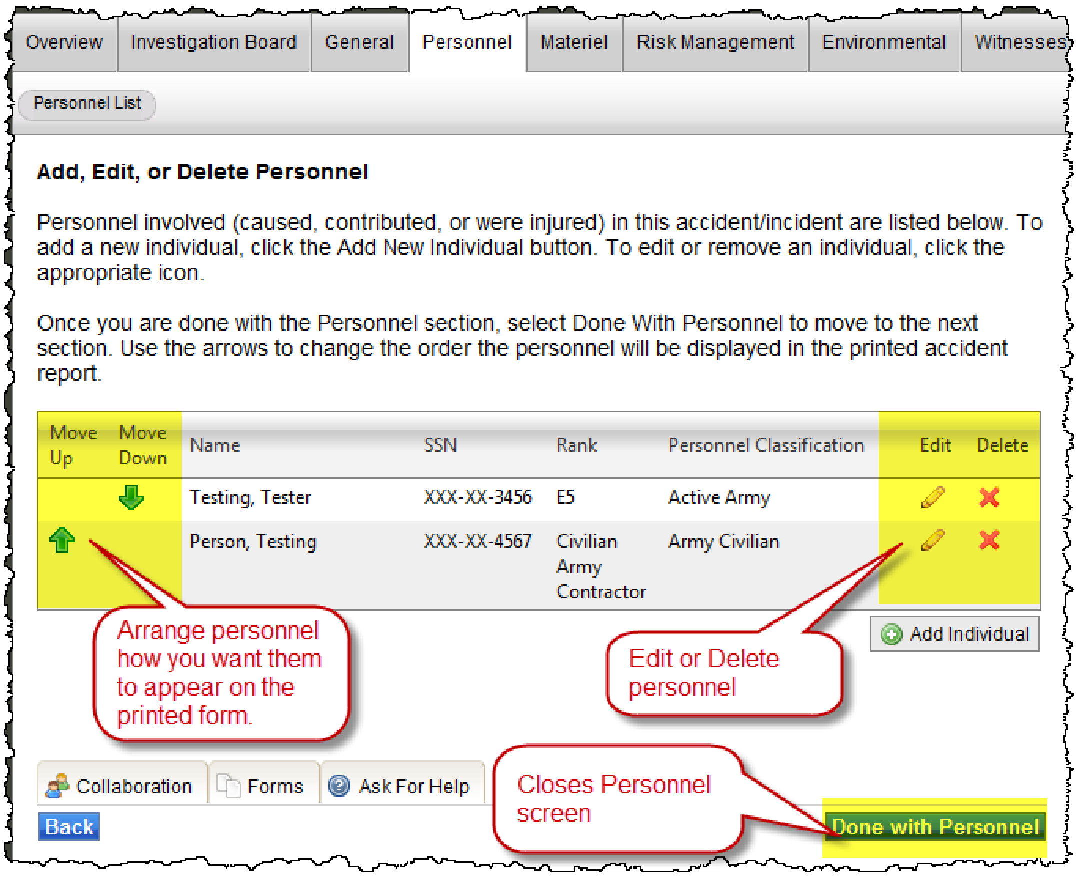
Screen	View	Fields
General: Basic information about the accident required to submit a report.	General	• Date and Time • Period of day • Occurred during combat • Due to Army Operations • Were explosives or ammunition present o Were explosives or ammunition involved • Brief description of the accident • Accountable Unit Information [fields] • Accident Location [fields] • Coordinates [fields] • Mission Details [fields] • Provide a brief synopsis of the accident explaining what and how the accident happened

Personnel

The Personnel screen collects all the necessary information about any persons that were involved, caused, or injured in the accident. How you answer questions in this section will determine the field pages that display. The table below outlines likely details collected on personnel.

Screen	View	Fields
Personnel: Details about people that were involved (caused, contributed or injured) in the accident.	Personnel List Personnel can be added, edited, or deleted	Create a detailed record for each person involved in the accident. For more than one personnel record, the order in which they appear in the Personnel List is the order displayed on the printed accident report. Up and down arrows will display to arrange the order of personnel if needed.
	General	General information about this person: • Personnel Classification • Rank or Grade • First Name/Last Name/ MI • SSN • DOB • Gender • MOS • Unit Information (For Military Only) • Duty Status at the time of accident

Screen	View	Fields
		• Flight Status • Date individual hired/assigned (time began work) • Continuous work without sleep (hours sleep in last 24 hours) • Date of redeployment from Combat Zone • If Off-Duty, o On Leave or Pass o Leader Contact o Was this soldier deployed within the 365 days prior to the accident?
	Injury/Activity	• Severity of Illness/injury • Body Parts and Injuries [fields] • Days away from work • Days hospitalized • Days of restricted activity • Treatment/Care [fields] • Activity at time of accident [fields] • If Parachuting, o Parachute Information [fields]
	Training / Equipment	• On field exercise / named operation • Activity part of tactical training • Last time individual received training • Protective Equipment • Vehicle Training and Licensing • Did alcohol use by this individual cause/contribute to this accident [BAC % if Yes] • Did drug use by this individual cause/contribute to this accident [Drugs if Yes] • Were night vision devices being used? [Model]
	Mistake / Associations	• Did individual make a mistake? (Only if mistake made) [fields] – Root cause/Recommendation • Materiel Associations • Environmental Condition Associations



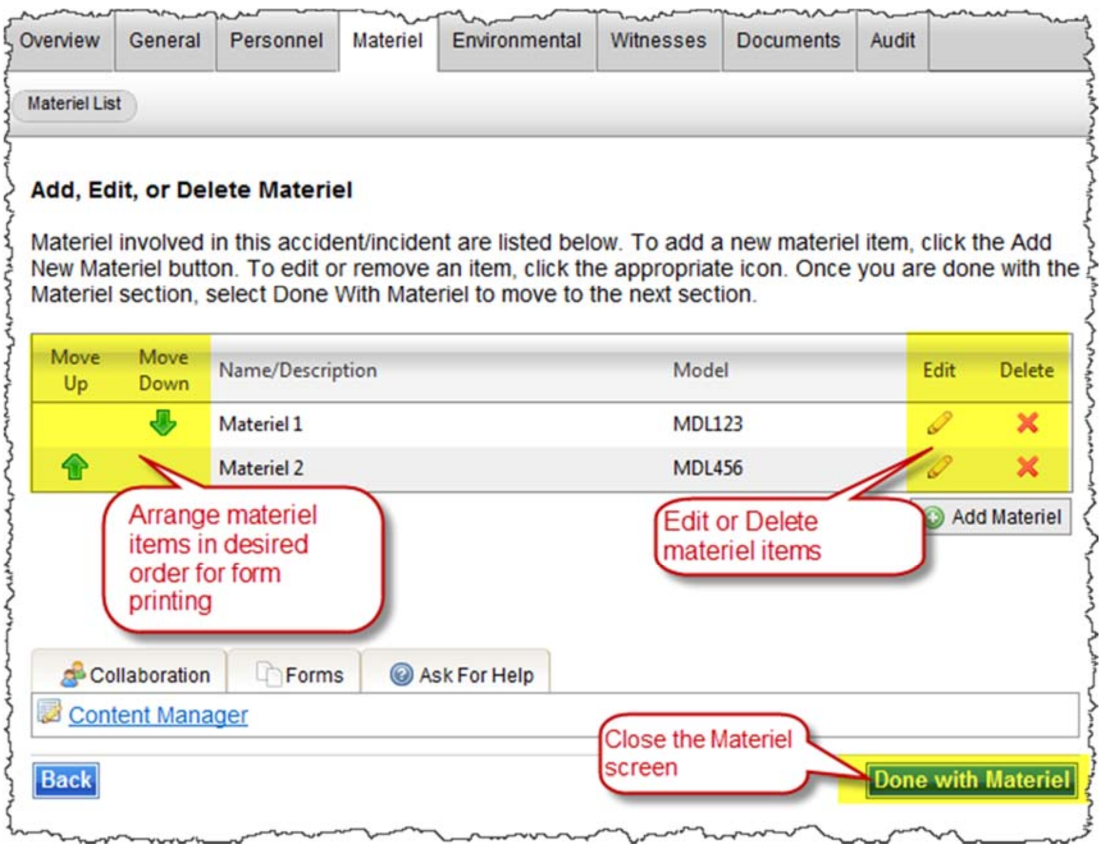
Personnel Screen [Expert Mode]

Materiel

The Materiel screen collects all the necessary information about all materiel involved in the accident. How you answer questions in this section will determine the field pages that display. The table below outlines likely details collected on materiel/property.

Screen	View	Fields
`	Materiel List Materiel can be added, edited, or deleted	Create a record for materiel/property involved in the accident. Up and down arrows display to arrange the order of materiel items if needed.
	General Information	General information about materiel: • Type of Item • Serial Number • Estimated cost of damage • Make/Model # • Ownership • Vehicle Collision [fields]
	Explosive	• Is this materiel an explosive item? o Net explosive weight o Lot number

Screen	View	Fields
		o DoDIC/DoDAC o Quantity
	Component	• Add Component Details [fields] o Nomenclature o Part Number o National Stock Number o Manufacturer o EIR/QDR Submitted: EIRQDR Number o Add Failure [fields] o Add Root Cause [fields] o Add Corrective Action [fields] • Personnel Associations • Environmental Condition Associations

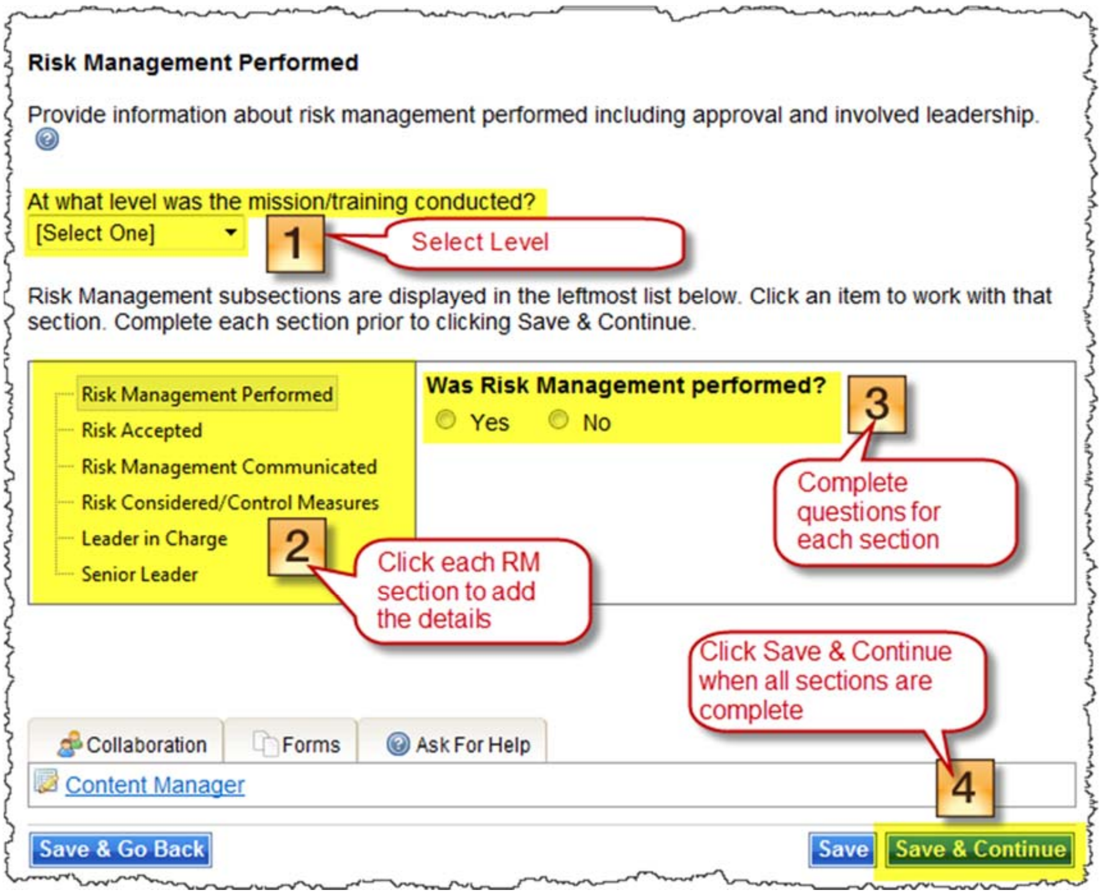


Materiel Screen [Expert Mode]

Risk Management

The Risk Management screen is for class C accidents and above.

Screen	View	Fields
Risk Management: Details about risk management performed by the responsible organization.	Risk Management	• Level Mission Risk Conducted At: • Risk Management subsections: o Risk management performed o Risk accepted o Risk management communicated o Risk considered/control measures o Leader in charge o Senior leader

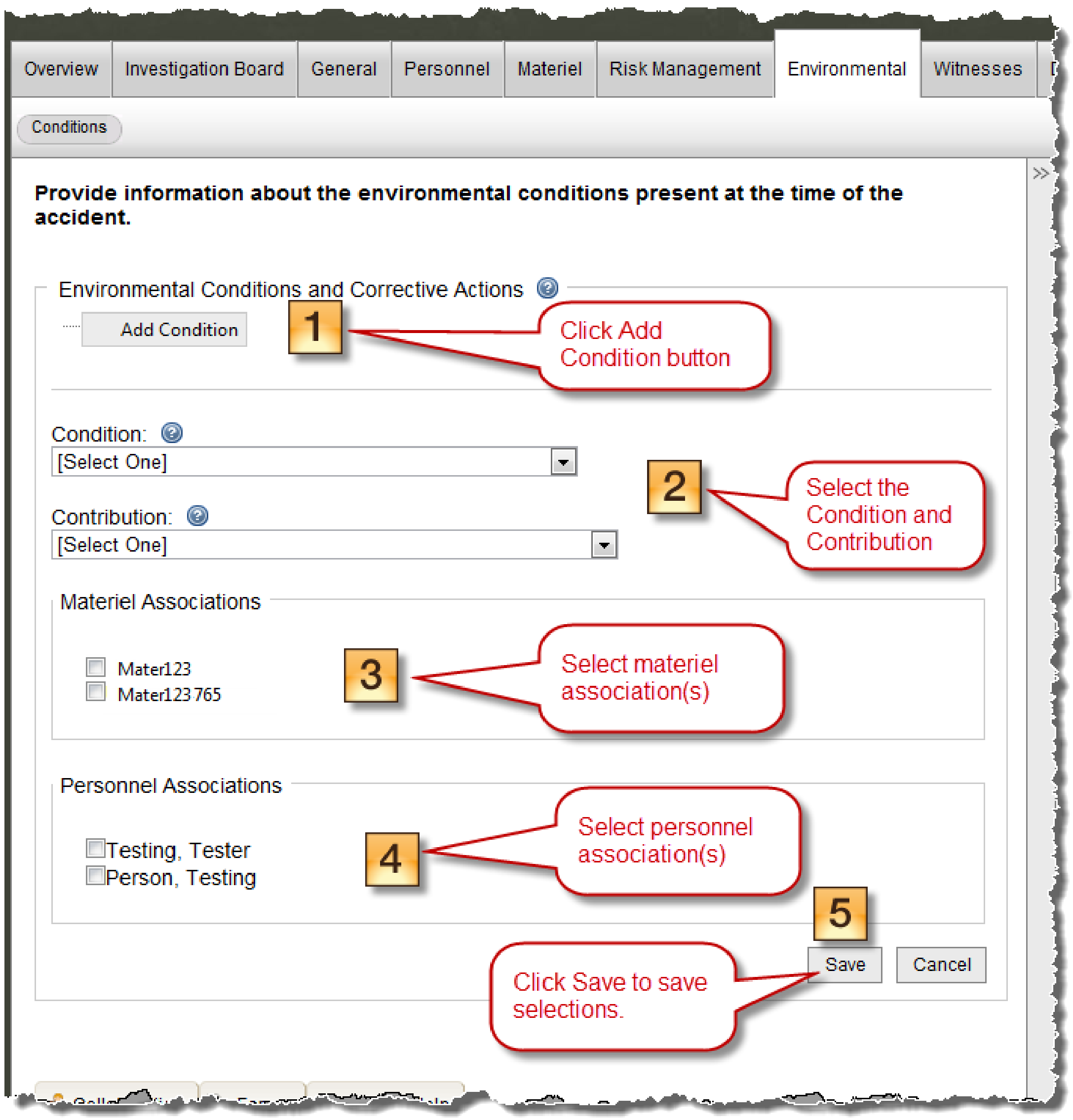


Risk Management Screen [Expert Mode]

Environmental

The Environmental screen collects information about the weather and environmental conditions that were present at the time of the accident.

Screen	View	Fields
Environmental: Details about the environmental and weather conditions at the time of the accident.	Conditions	• Add Condition [fields] • Add Recommendation [fields]

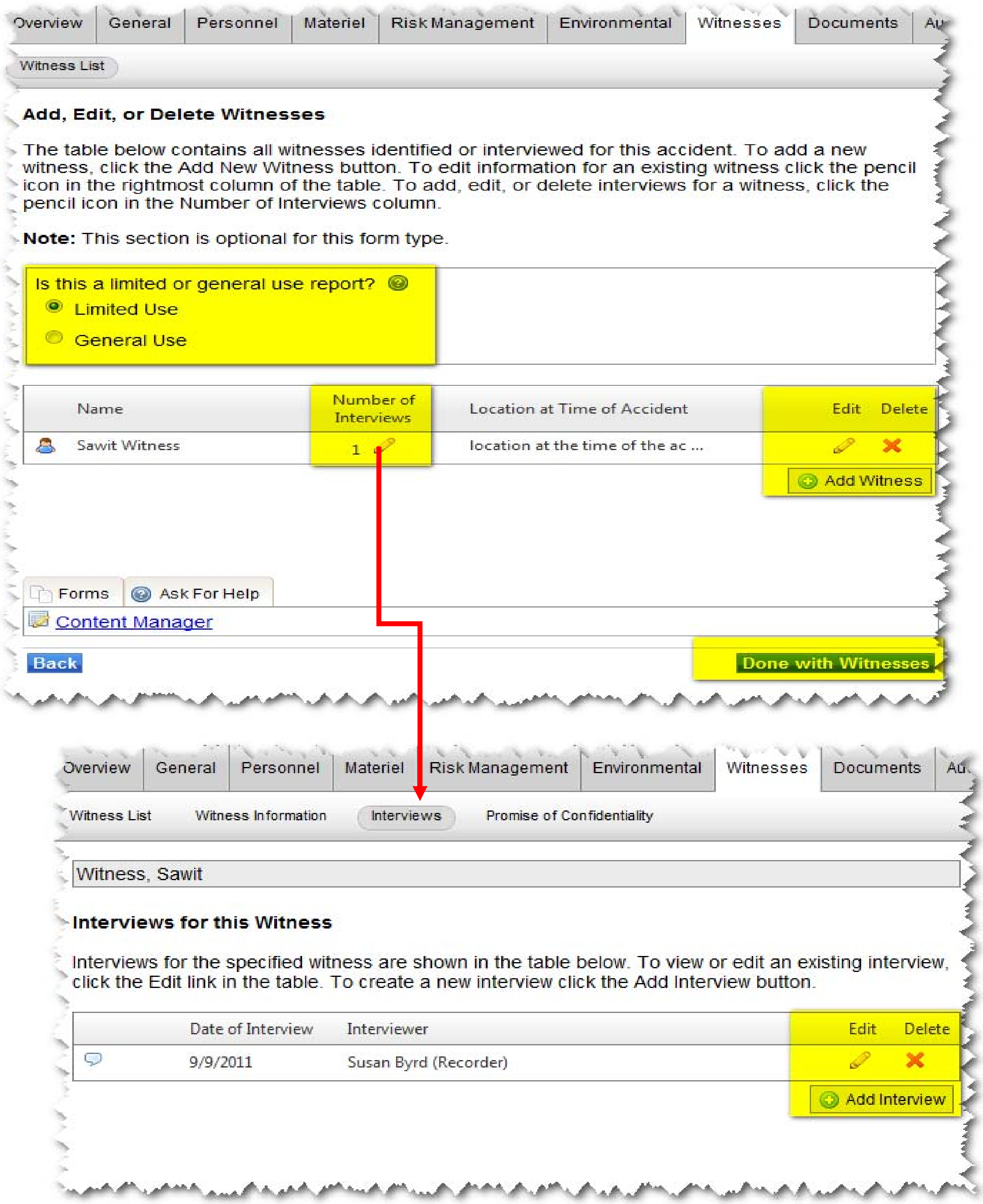


Environmental Screen [Expert Mode]

Witnesses

When you have witnesses of an accident, the Witness screen allows you to gather the necessary information required for the accident report. Not all accidents require witnesses. If this section is optional for your class type, click the **Done with Witnesses** button to continue.

Screen	View	Fields
Witnesses: The Witness screen is an optional screen to enter witness information for an accident.	Witness List / Witness Information Witnesses can be added, edited, or deleted.	Add, Edit or Delete Witnesses: Provide general information for each witness, such as: • General or Limited Use Report • Witness Name • Address/Phone #/DOB • Occupation/Employer/Rank/Background • Witness location at the time of the accident
	Interviews	Interviews for this witness: You can have multiple interviews for one witness. Information asked about an interview are: • Date of interview • Who conducted the interview • Interview summary
	Promise of Confidentiality	Details about witness promise of confidentiality: • Was it offered • Was it requested • Was it declined (displays only if "Yes" to was it offered)



Witness Screen [Expert Mode]

Documents

The Documents screen is for attaching documents external to the report application, such as maps, pictures, etc.

Screen	View	Fields
Documents: Attached documents are associated to a screen and if applicable, a screen list item, such as Personnel > [person] or Aircraft > [aircraft].	Attachments	• Select file type • Information provided in the file • Name of the file • Remarks • Area associated with: Specifically • Description/Caption • Select file
	Forms	Graphic representation of the forms to be print for the accident. Add remarks as needed to a form type.

Examples of external documents are accident site diagrams, photos, video, audio (signed witness interviews), maps, etc. Supporting documentation can be associated to the accident, personnel, aircraft, environmental condition, or witness.

Supporting documentation can be associated to a report as:

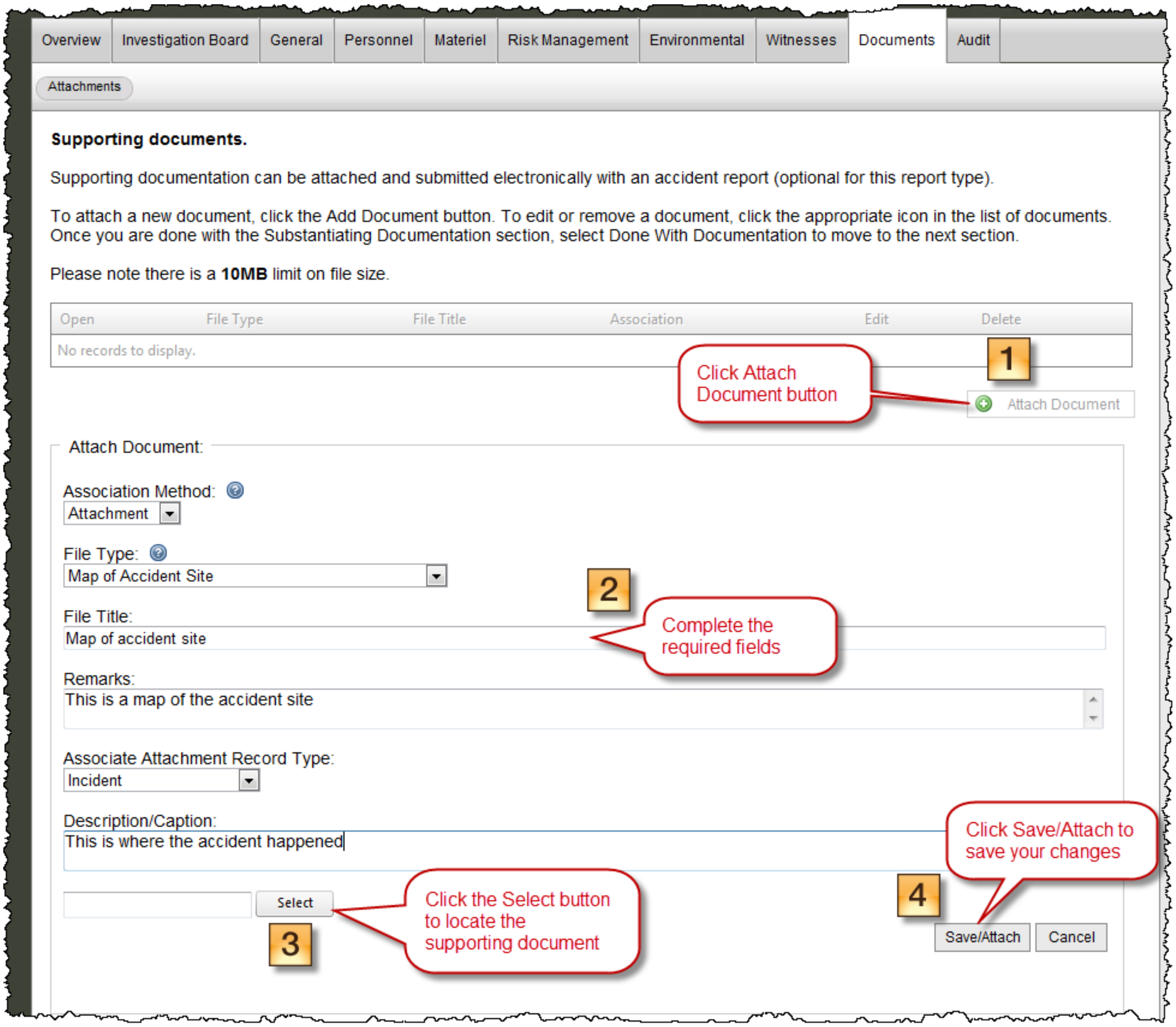
- Attachment: Electronic attachment, i.e. image, lab report.
- Hardcopy: Supporting documentation that cannot be electronically attached to a report, i.e. x-ray; however, is pertinent to the accident case.

Acceptable file types are:
<u>Text files</u>:
.doc, .docx, .pdf, .ppt, .pptx, .txt, .xls, .xlsx
<u>Image files</u>:
.bmp, .gif, .jpeg, .jpg, .png, .tif, .tiff

Follow the steps below to attach supporting documentation.

Step	Action
1	Create a new report or resume a report from your dashboard.
2	Click the *Documents* tab.
3	Click [Attach Document]. **Results**: The **Attach Document** fields display.
4	Click the **Association Method** drop-down arrow and select **Attachment** or **Hardcopy**.
5	Click the **File Type** drop-down arrow and select the appropriate file type from the list.
6	Enter a **File Title** for the attachment.

Step	Action
7	Enter **Remarks** as appropriate. **Results**: Remarks display in the form as part of the Index A, block 4, **Remarks** section.
8	Click the **Associate Attachment Record Type** drop-down arrow and select the report category to associate the attachment to, i.e., Personnel, Aircraft, Environmental Condition, Incident. **Note**: Your selection here will define your choices in the next step. For example, if you select Personnel, you will need to have already created a personnel record to associate an attachment to.
9	Click the **Associate Attachment to** drop-down arrow and select the record to associate the attachment to.
10	Enter a **Description/Caption**. **Results**: For a hardcopy attachment, the **Description/Caption** displays in form placeholder. For electronic attachments, the **Description/Caption** displays at the top of the document.
11	If this is a file that will be attached, click Select, browse to the location of the file and select the file.
12	Click Save/Attach. **Results**: The record displays in the supporting document attachment list with options to edit or delete.



Documents Screen [Expert Mode]

3.2.2.2 Aviation [Expert] Report Screens and Fields

This section will break down the screens/views/fields that you will see when you create a report in Expert mode. There will be step-actions tables as needed with screen images and field explanations to assist you in completing an aviation report using Expert mode. The data you enter determines the screens and views that you see during report creation.

For this example, a 2397-AB report is used.

Get Started (Expert Mode)

Screen	View	Fields
Get Started: The fields in this screen allow you to define the report type, classification, etc.	Get Started	• Was this person (or persons) involved in this incident on-duty? • Did this incident occur during or is your unit currently in a combat operation?

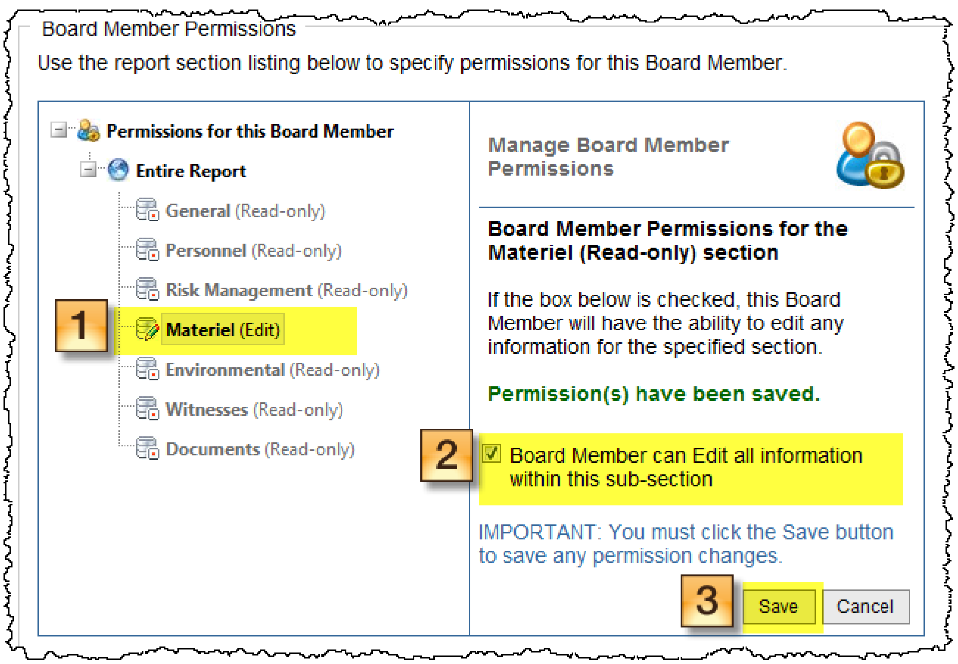
Screen	View	Fields
		• Select the Form Type • Select the Classification • Select the Flight Category • Is there a formally-appointed investigation board (dependent on your selection of form type and classification)

Investigation Board

Add, edit, or delete board members in the Investigation Board screen.

Screen	View	Fields
Investigation Board: Defines the investigation board member list for the report.	Add a Board Member	Find User... • AKO User Name (search)
	View/Edit Board Member	Details for a board member include: • Name (populated from AKO) • Email Address (populated from AKO) • Rank • Branch • Classification • Board Position • Board Member Permissions

Follow the steps below to add an investigation board member:

Step	Action
1	Create a report or resume a report that meets the requirements for an investigation board.
2	Navigate to the **Investigation Board** screen.
3	Click Add Board Member .
4	Enter the [*AKO User Name*] and then click Find User... .
5	Complete the following fields: • Branch • Board Position
Notes	The name and e-mail address fields are pre-populated and not editable.
6	By default, board member permissions are read-only. Modify the *Board Member Permissions* as appropriate by: (1) Clicking the report screen name, i.e., Materiel, Environmental, and then (2) Click the checkbox to allow the board member to edit the information, and then (3) Click **Save**. 
7	Click Done with this Board Member to return to the *Board Member List* view.
8	Repeat the steps to add another investigation board member as required.
9	Click Done with Investigation Board when all members are added.

General

The General screen gathers basic information about the accident; such as date, time, and location.

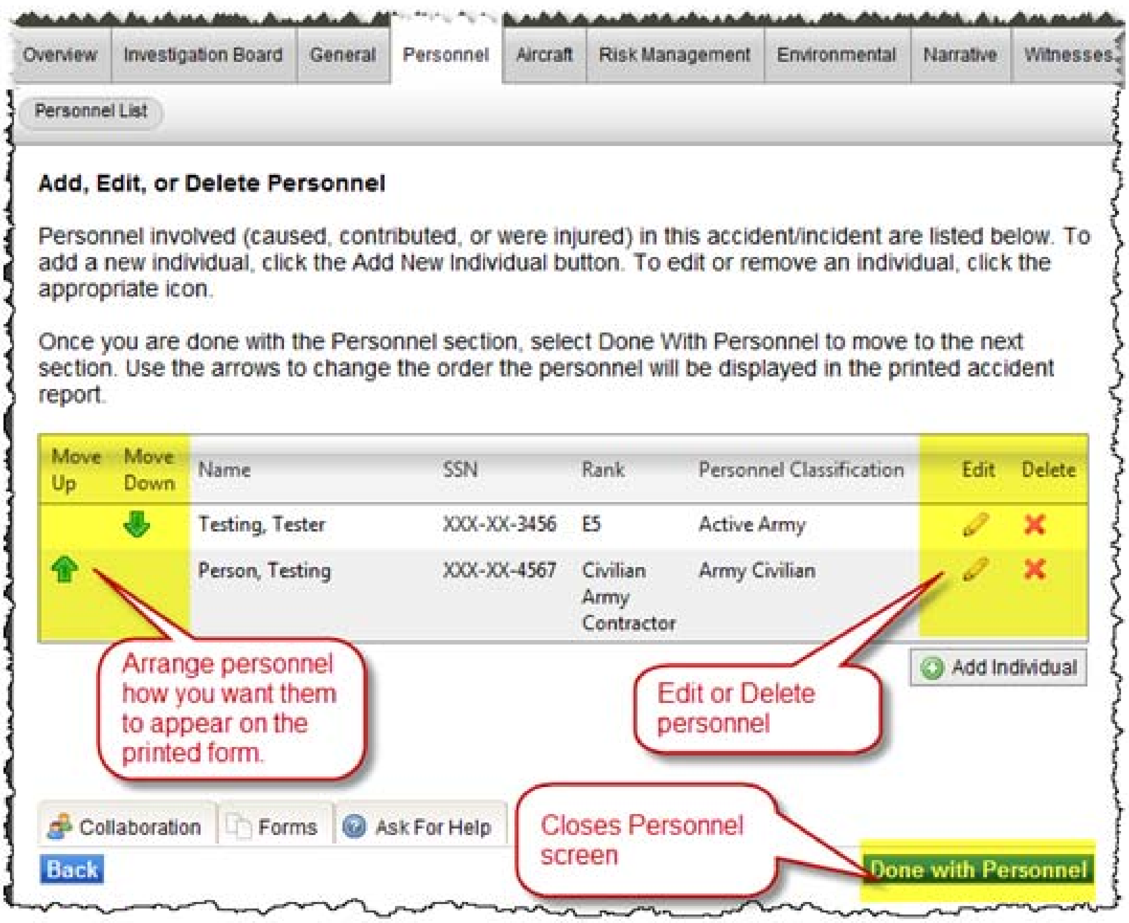
Screen	View	Fields
General: Basic information about the accident. This information is required to submit a report.	General	• Date and Time • Period of day • Accident Category • ReportIt Description (this displays in your ReportIt dashboard only.) • Type Events (Up to three events may be entered. The event that best describes the accident should be listed first) • Accountable Unit Information [fields] • Accident Location [fields] • Concise Summary of events

Personnel

The Personnel screen collects all the necessary information about any persons that were involved, caused, or injured in the accident. How you answer questions in this section will determine the field pages that display. The table below outlines likely details collected on personnel.

Screen	View	Fields
Personnel: Details about people that were involved (caused, contributed, or injured) in the accident.	Personnel List Personnel can be added, edited, or deleted	Create a detailed record for each person involved in the accident. For more than one personnel record, the order in which they appear in the Personnel List is the order displayed on the printed accident report. Up and down arrows will display to arrange the order of personnel if needed.
	General	General information about this person: • Personnel Service Code • Rank or pay grade • First Name/Last Name/ MI • SSN • Gender • Duty Position • DOB • Unit Information (For Military Only) • Personnel Data [fields] • Injury Occurrence [fields] • Escape/protective [fields]
	Injury/Activity	• Personal Details [fields] • Duty Status [fields] • Condition [fields] • Body Parts and Injuries [fields] • Treatment/Care [fields]
	Protective/Escape	• Personnel Protective/Restraint/Survival Equipment • Personnel Evacuation/Escape [fields]

Screen	View	Fields
		• Location in Aircraft [fields] • Exit Attempted [fields] • Escape Difficulties [fields] • Lapsed Time for Rescue [fields] • Personnel Survival/Rescue [fields] • Vehicles Actually Performing Evacuation [fields] • Distance from Accident to Rescue Vehicle • Other Vehicles Assisting in Rescue [fields] • Explain failures, malfunctions, injuries, and other problems not adequately defined.
	Mistake / Associations	• Mistakes (Only if mistake made) [fields] • Aircraft Associations • Environmental Condition Associations



Personnel Screen [Expert Mode]

Aircraft

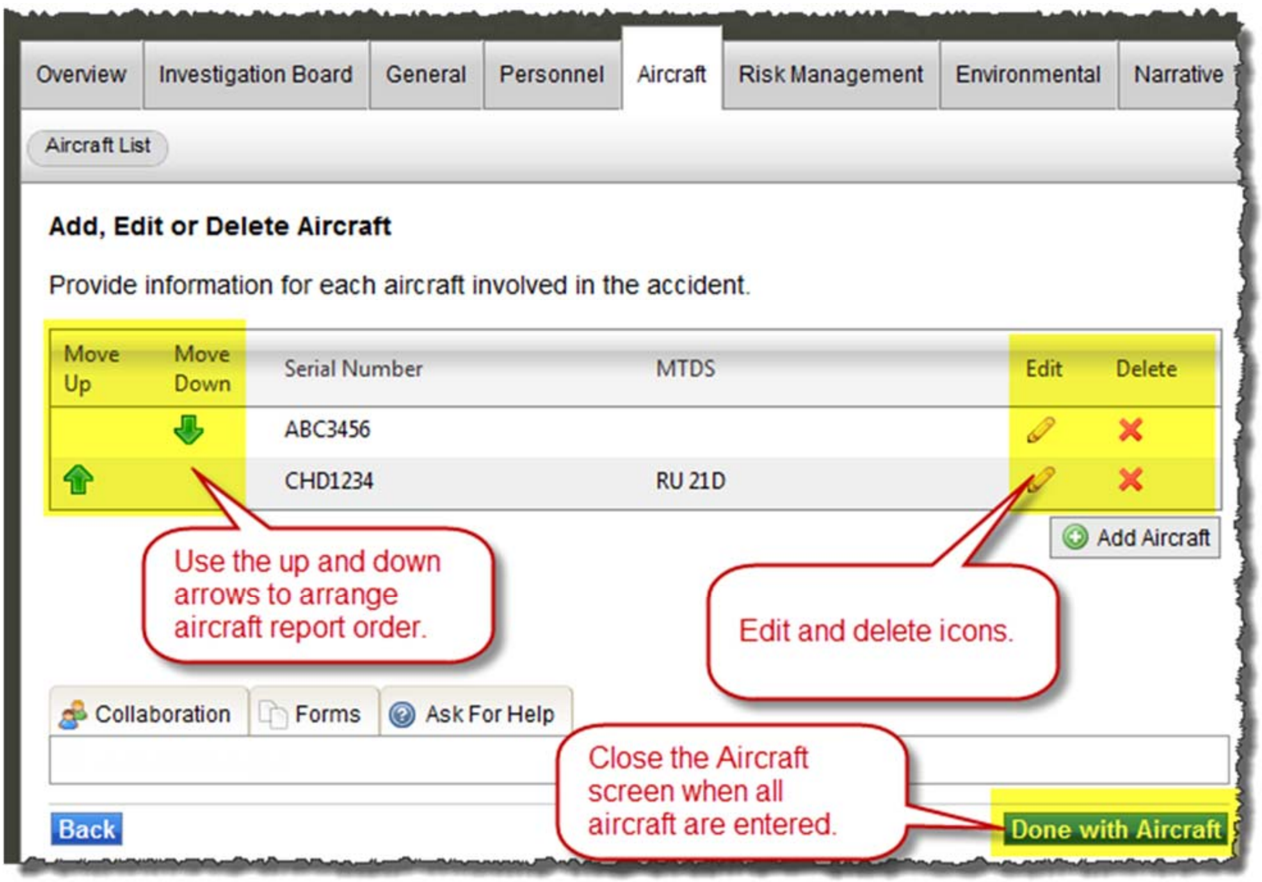
The Aircraft screen collects all the necessary information about all aircraft involved in the accident. How you answer questions in this section will determine the field pages that display. The table below outlines likely details collected on an aircraft.

Screen	View	Fields
Aircraft: Details about the aircraft that were involved (unit, mission, maintenance history, damage, etc).	Aircraft List Aircraft can be added, edited, or deleted	Create a record for each aircraft involved in the accident. For than one aircraft involved, the order in which they appear in the Aircraft List is the order displayed on the printed accident report. Up and down arrows will display to arrange the order of aircraft if needed.

	General Information	General information about this aircraft:
		• Serial Number
		• MTDS for this aircraft
		• Unit Information (For military only)
		  o Aircraft assigned to...
		  o Unit UIC
		  o Unit Name
		  o Country
		  o State
		  o Station
		  o Army Headquarters
		• Damage [fields]
		• Was aircraft occupiable space compromised?
		• Mission Type
		• Operation Type
		• Flight Plan
		• Night Vision Device/Systems?
		  o Device Type
		• On-field Exercise?
		  o Field Exercise
		• Fire Present?
		• Flammable Fluid Spillage?
		• Digital source collector installed?
		• Fire Starts (If fire present) [fields]
		• Digital Source Collectors (If digital source collectors installed) [fields]
		• Flight data: Emergency; Accident [fields]

	Impact	• Terrain Impact?
		  o Ground Speed at Impact
		  o Vertical Direction and Speed at Major Impact
		  o Flight Path Direction and Angle
		  o Slect the two most accurate measurements
		  o Impact Angle
		  o Roll Direction and Angle at Major Impact
		  o Pitch Direction and Angle at Major Impact

Screen	View	Fields
		o Yaw Direction and Angle at Major Impact • In-Flight Impact o Airspeed at Impact o Vertical Direction and Speed o Flight Path Direction and Angle o In-Flight Roll Direction and Angle o In-Flight Pitch Direction and Angle o Obstacle Identity • Rotation After Impact o Roll Degrees o Pitch Degrees o Yaw Degrees • Vertical Impact Direction and Force • Longitudinal Impact Direction and Force • Lateral Impact Direction and Force • Enter additional remarks
	Damage / Spillage	• Fuselage inward deformation or collapse and injury relationship • Large component displacement [fields] • Aircraft fuel system [fields] • Fluid Spillage [fields] • Spillage Source [fields]
	Component/Part Detail	• Add Component/Part [fields] • Cause of failure/malfunction [fields] • Add Failure [fields] • Add Root Cause [fields] • Add Corrective Action [fields] • Personnel Associations • Environmental Condition Associations
	Fire	• Ignition Sources [fields] • Combustible materials [fields]

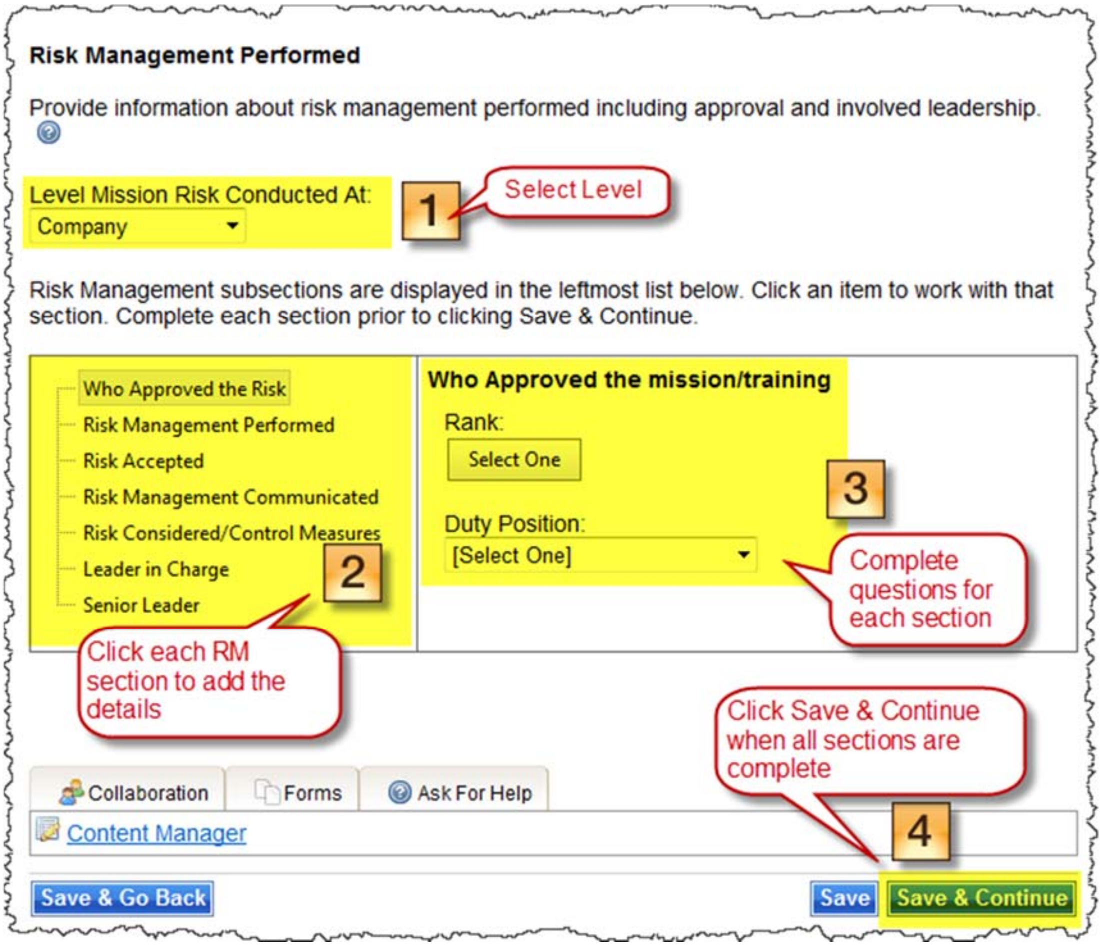


Aircraft Screen [Expert Mode]

Risk Management

The Risk Management screen is for class C accidents and above.

Screen	View	Fields
Risk Management: Details about risk management performed by the responsible organization.	Risk Management	• Level Mission Risk Conducted At: • Risk Management subsections: o Who approved the risk o Risk management performed o Risk accepted o Risk management communicated o Risk considered/control measures o Leader in charge o Senior leader

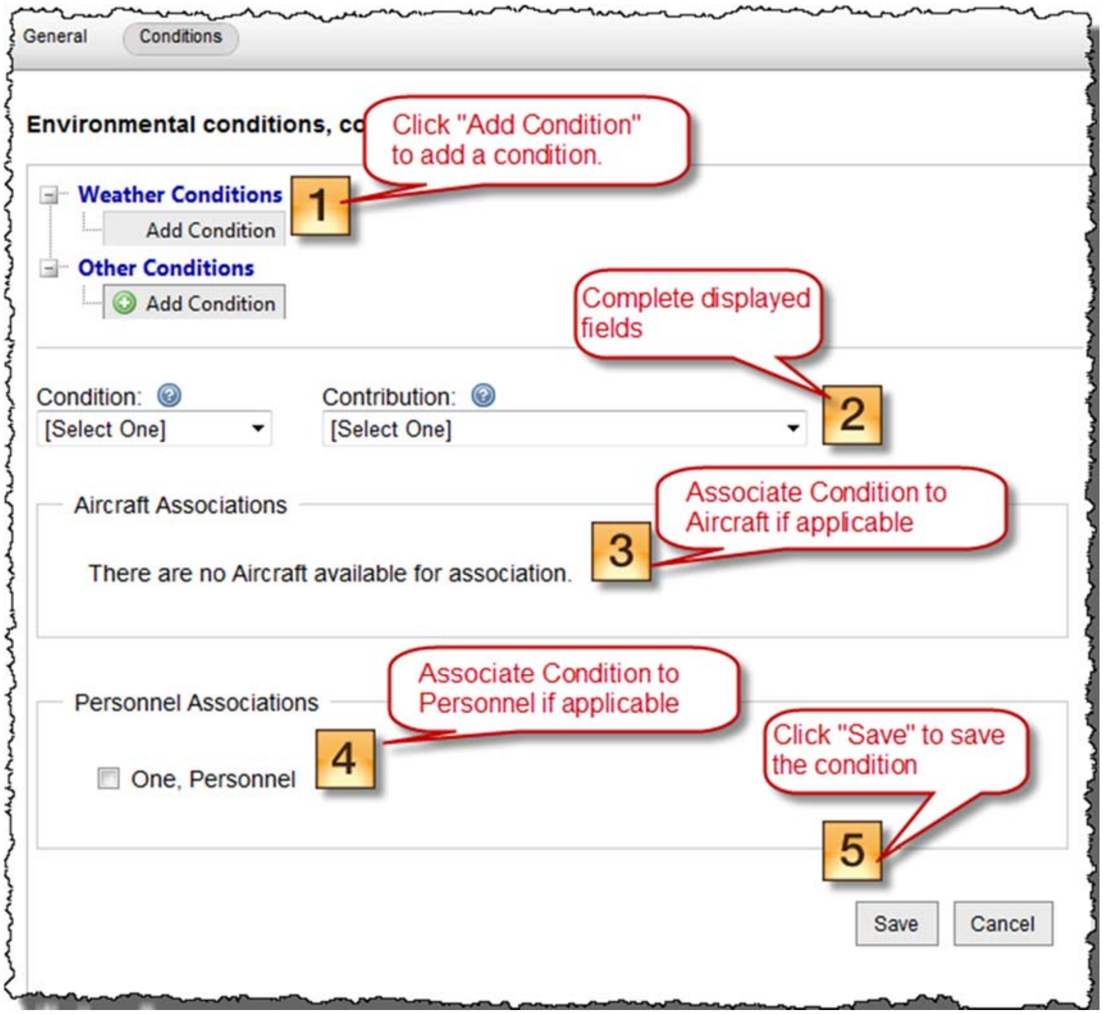


Risk Management Screen [Expert Mode]

Environmental

The Environmental screen collects information about the weather and environmental conditions that were present at the time of the accident.

Screen	View	Fields
Environmental: Details about the environmental and weather conditions at the time of the accident.	General	• General Weather Conditions • Aircraft Icing • Moon above horizon? • If Yes to Moon above horizon: Moon Illumination Data [fields] • Aircraft Turbulence
	Conditions	• Add Weather Condition [fields] • Add Other Condition [fields] • Recommendation [fields] • Aircraft Associations • Personnel Associations

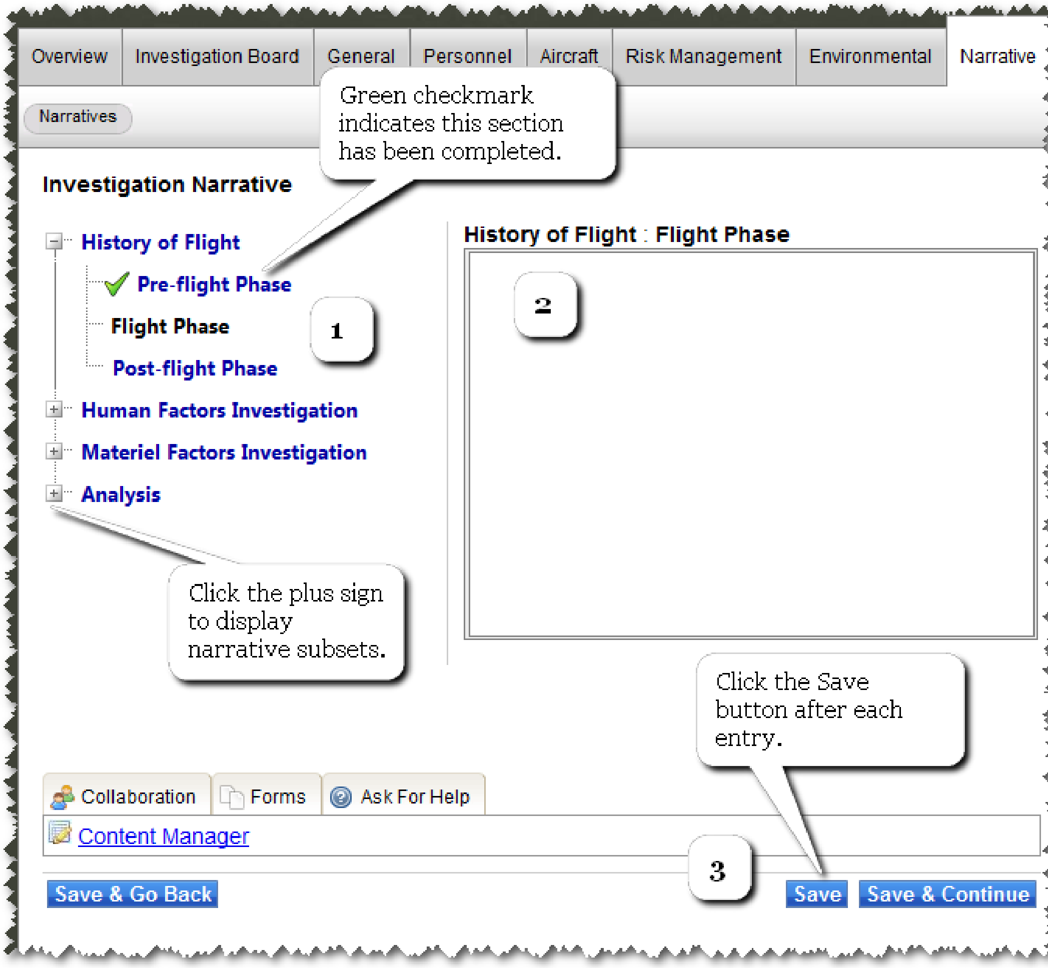


Environmental Screen [Expert Mode]

Narrative

The Narrative screen is where you record the facts, conditions, and circumstances established during the accident investigation. If your report is a Class A or B, on-duty accident, a narrative of investigation is required.

Screen	View	Fields
Narrative of Investigation: Enter the facts, conditions, and circumstances that were established during the investigation.	Narratives	The four main sections of the narrative include: • History of Flight • Human Factors Investigation • Materiel Factors Investigation • Analysis (The sections above have sub-sections to complete. The History of Flight, Human Factors Investigation and Material Factors Investigation must contain factual data.)



Narrative Screen [Expert Mode]

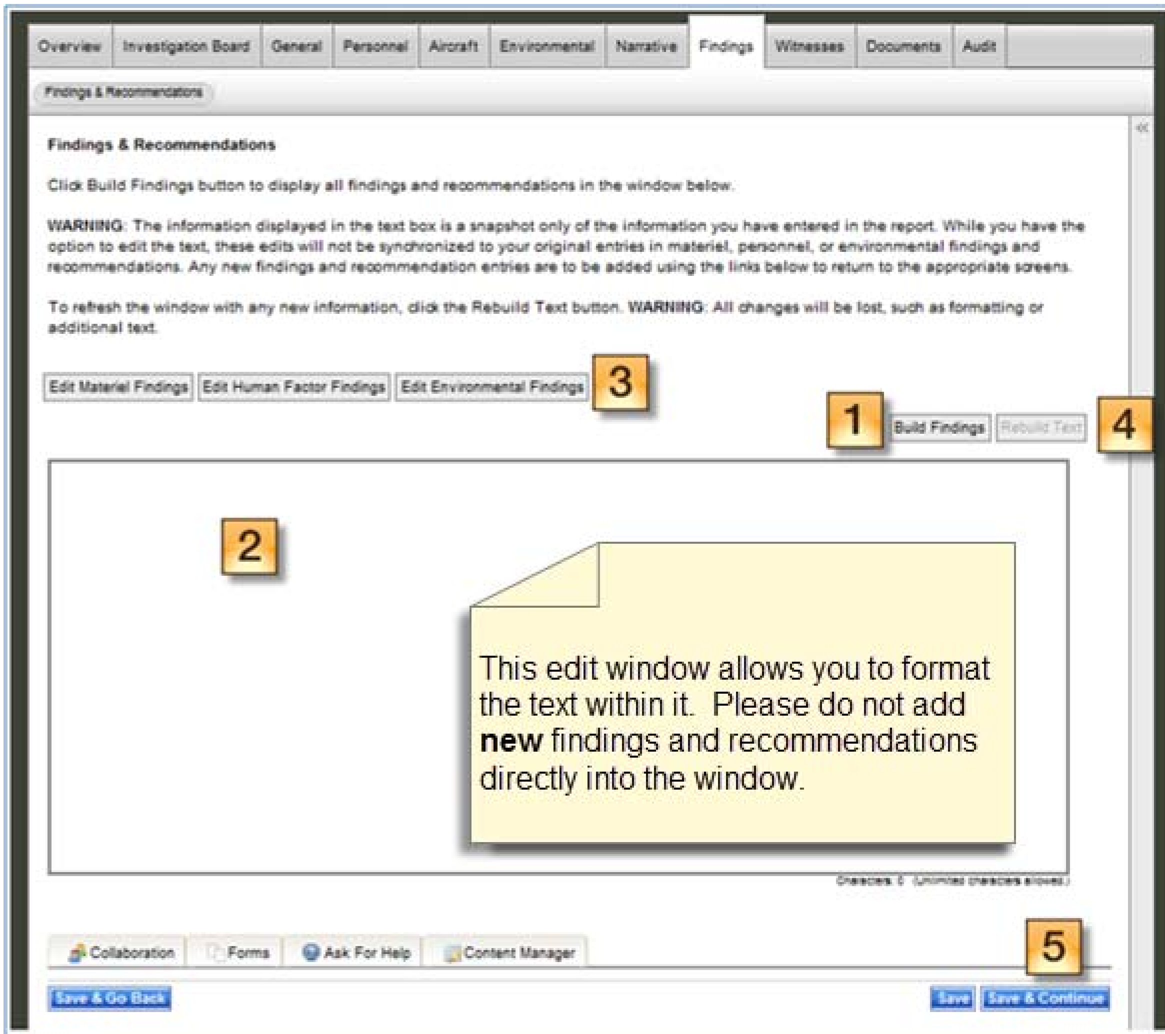
Findings

When an accident report has human errors, materiel failures/malfunctions, and/or environmental conditions, Findings and Recommendations are required. The "Findings" screen concatenates all findings and recommendation 'source' fields into one editable textbox.

This editable Findings textbox allows the user the ability to format or rearrange the order of the findings text. The screen also provides easy navigation back to the desired location to add new details to the findings and recommendations.

WARNING: The information displayed in the text box is a snapshot only of the information you have entered in the report. While you have the option to edit the text, these edits will not match with your original entries. Add new findings and recommendations using the links provided in the Findings screen.

Refer to image below for information on using the Findings editable window.



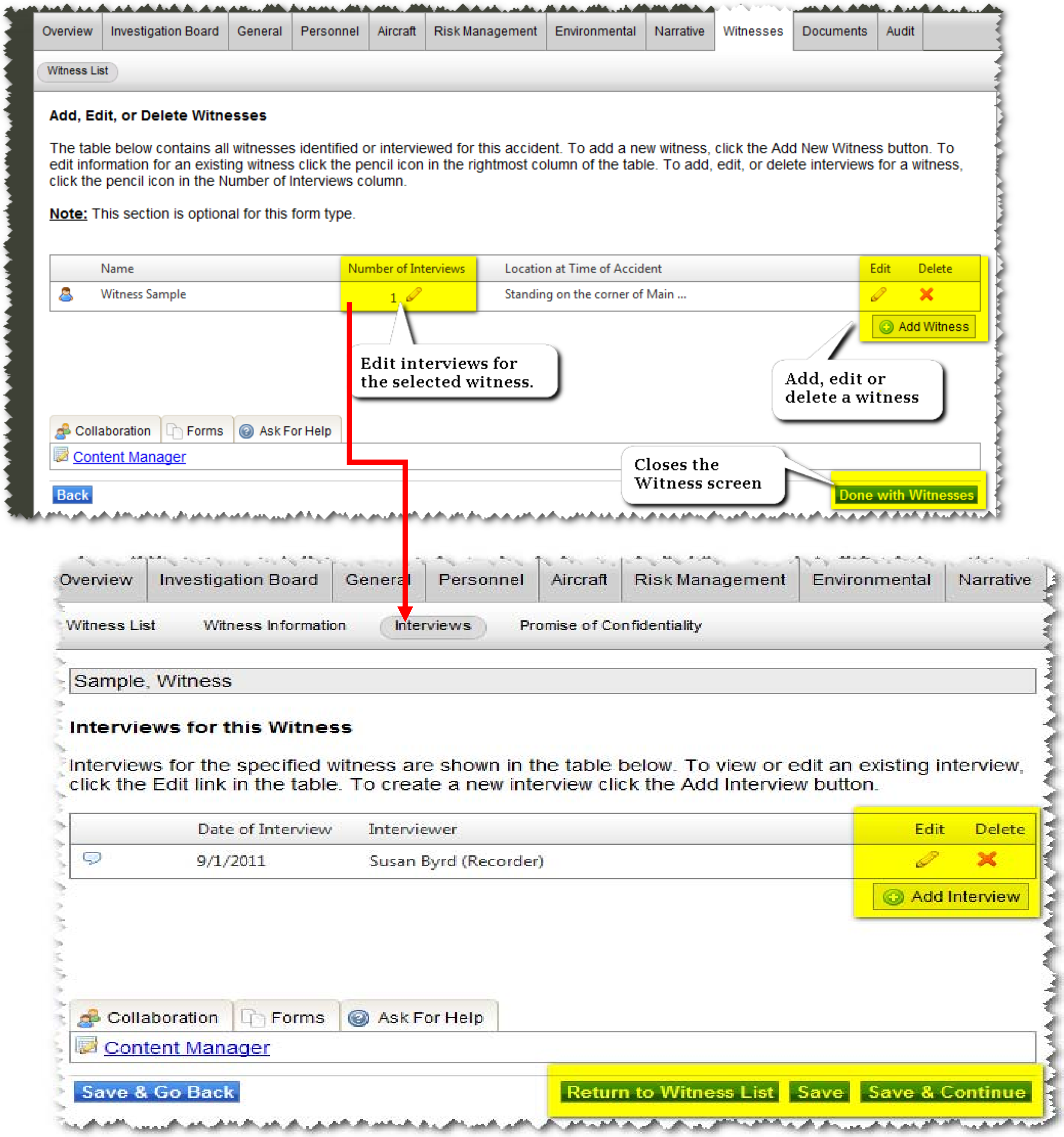
1	Click **Build Findings** button to display the findings and recommendations for this report. This has to be done only once.
2	Review the displayed information for accuracy. ***Do not*** add new findings and recommendations in this window (refer to step 3 and 4). Format text as desired (note warning in step 4).
3	To add new findings and recommendations, click the appropriate button to return to that area of ReportIt. (A warning displays to alert you that all updates you have made to the text will be lost on return and rebuild.) When all updates are made, return to the *Findings* screen.
4	Click the **Rebuild Text** button to display all new information added. Format your text as desired.
5	Click **Save & Continue** when finished. The information, as displayed, will print to the form.

Finding Editable Window

Witnesses

When you have witnesses of an accident, the Witness screen allows you to gather the necessary information required for the accident report. Not all accidents have witnesses. If this section is optional for your class type, click the **Skip This Section** button.

Screen	View	Fields
Witnesses: The Witness screen is an optional screen to enter witness information for an accident.	Witness List / Witness Information Witnesses can be added, edited, or deleted.	Add, Edit or Delete Witnesses: Provide general information for each witness, such as: • Witness Name • Address/Phone #/DOB • Occupation/Employer/Rank/Background • Witness location at the time of the accident
	Interviews	Interviews for this witness: You can have multiple interviews for one witness. Information asked about an interview are: • Date of interview • Who conducted the interview • Interview summary
	Promise of Confidentiality	Details about witness promise of confidentiality: • Was it offered • Was it requested • Was it declined (displays only if "Yes" to was it offered)

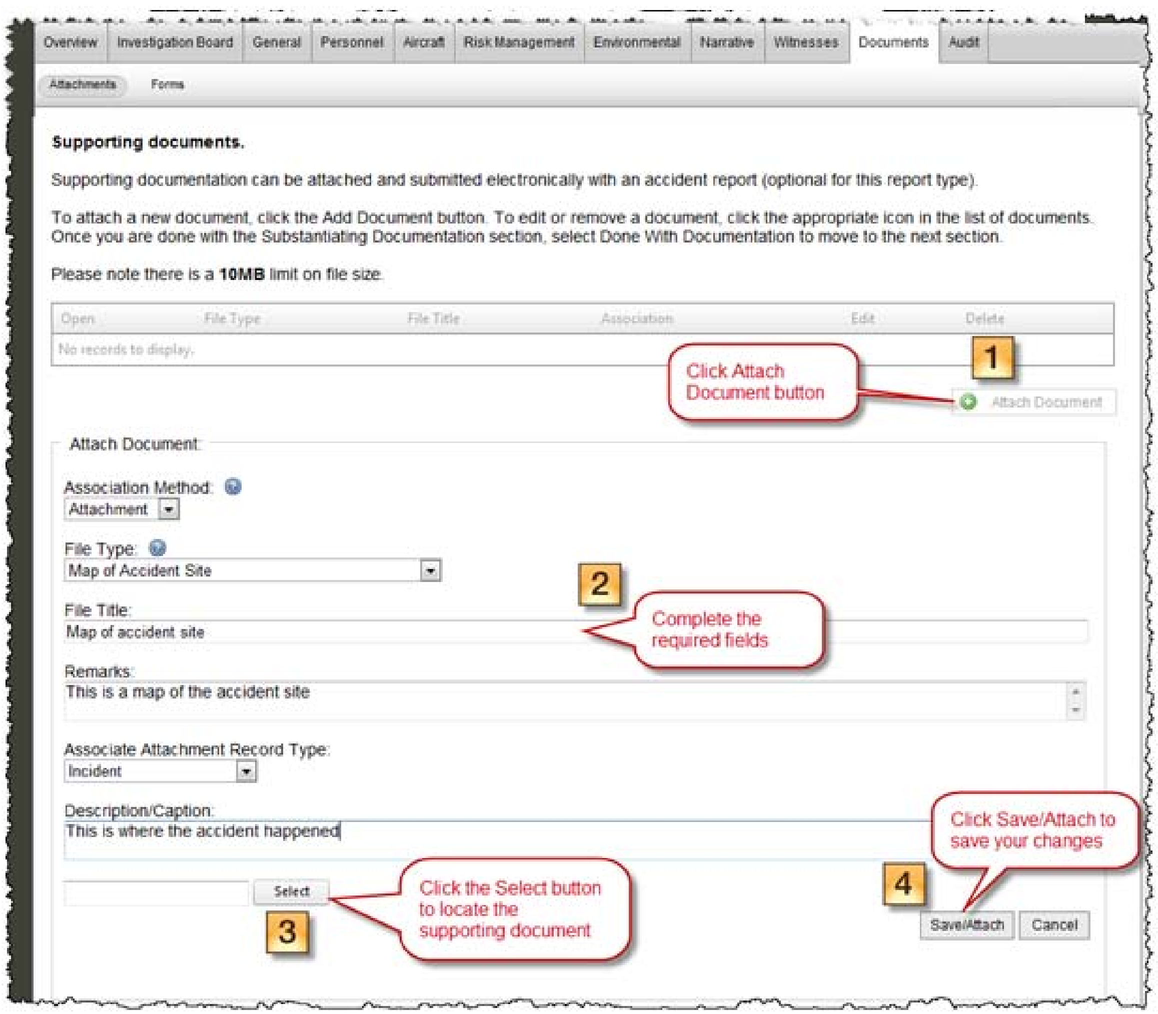


Witness Screen [Expert Mode]

Documents

The Documents screen is for attaching documents external to the report application, such as maps, pictures, etc.

Screen	View	Fields
Documents: Attached documents are associated to a screen and if applicable, a screen list item, such as Personnel > [person] or Aircraft > [aircraft].	Attachments	• Select file type • Information provided in the file • Name of the file • Remarks • Area associated with: Specifically • Description/Caption • Select file
	Forms	Displays the forms that will print for this accident. Remarks can be added to a form type as required.



Documents Screen [Expert Mode]

Examples of external documents are accident site diagrams, photos, video, audio (witness interviews), maps, etc. Supporting documentation can be associated to the accident, personnel, aircraft, environmental condition, or witness.

Supporting documentation can be associated to a report as:

- Attachment: Electronic attachment, i.e. image, lab report.
- Hardcopy: Supporting documentation that cannot be electronically attached to a report, i.e. x-ray; however, is pertinent to the accident case.

Acceptable file types are:
Text files:
.doc, .docx, .csv, .pdf, .ppt, .pptx, .txt, .xls, .xlsx
Image files:
.bmp, .gif, .jpeg, .jpg, .png, .tif, .tiff,

Follow the steps below to attach supporting documentation.

Step	Action
1	Create a new report or resume a report from your dashboard.
2	Click the *Documents* tab.
3	Click Attach Document. **Results**: The **Attach Document** fields display.
4	Click the **Association Method** drop-down arrow and select **Attachment** or **Hardcopy**.
5	Click the **File Type** drop-down arrow and select the appropriate file type from the list.
6	Enter a **File Title** for the attachment.
7	Enter **Remarks** as appropriate. **Results**: Remarks display in the form as part of the Index A, block 4, **Remarks** section.
8	Click the **Associate Attachment Record Type** drop-down arrow and select the report category to associate the attachment to, i.e., Personnel, Aircraft, Environmental Condition, Incident. **Note**: Your selection here will define your choices in the next step. For example, if you select Personnel, you will need to have already created a personnel record to associate an attachment to.
9	Click the **Associate Attachment to** drop-down arrow and select the record to associate the attachment to.
10	Enter a **Description/Caption**. **Results**: For a hardcopy attachment, the **Description/Caption** displays in form placeholder. For electronic attachments, the **Description/Caption** displays at the top of the document.

Step	Action
11	If this is a file that will be attached, click Select, browse to the location of the file and select the file.
12	Click Save/Attach. **Results**: The record displays in the supporting document attachment list with options to edit or delete.

3.2.2.3 UAS [Expert] Report Screens and Fields

This section will break down the screens/views/fields that you will see when you create a report in Expert mode. There will be step-actions tables as needed with screen images and field explanations to assist you in completing a UAS report using Expert mode. The data you enter determines the screens and views that you see during report creation.

For this example, a 2397-U report is used.

Investigation Board

Add, edit, or delete board members in the Investigation Board screen.

Screen	View	Fields
Investigation Board: Defines the investigation board member list for the report.	Add a Board Member	Find User... • AKO User Name (search)
	View/Edit Board Member	Details for a board member include: • Name (populated from AKO) • Address • Email Address (populated from AKO) • Rank • Branch • Classification • Board Position • Board Member Permissions

General

The General screen gathers basic information about the accident; such as date, time, and location.

Screen	View	Fields
General: Basic information about the accident. This information is required to submit a report.	General	• Date and Time • Period of day • Accident Category • ReportIt Description (this displays in your ReportIt dashboard only.) • Type Events (Up to three events may be entered. The event that best describes the accident should be listed first) • Accountable Unit Information [fields] • Accident Location [fields] • Concise Summary of events

Personnel

The Personnel screen collects all the necessary information about any persons that were involved, caused, or injured in the accident. How you answer questions in this section will determine the field pages that display. The table below outlines likely details collected on personnel.

Screen	View	Fields
Personnel: Details about people that were involved (caused, contributed, or injured) in the accident.	Personnel List Personnel can be added, edited, or deleted	Create a detailed record for each person involved in the accident. For more than one personnel record, the order in which they appear in the Personnel List is the order displayed on the printed accident report. Up and down arrows will display to arrange the order of personnel if needed.
	General	General information about this person: • Personnel Service Code • Rank or pay grade • First Name/Last Name/ MI • SSN • Gender • Duty Position • Unit Information (For Military Only) • Personnel Data [fields] • Injury Occurrence [fields]
	Injury/Activity	• Personal Details [fields] • Duty Status [fields] • Condition [fields] • Body Parts and Injuries [fields] • Treatment/Care [fields]
	Mistake / Associations	• Mistakes (Only if mistake made) [fields] • Aircraft Associations • Environmental Condition Associations

Aircraft

The Aircraft screen collects all the necessary information about all aircraft involved in the accident. How you answer questions in this section will determine the field pages that display. The table below outlines likely details collected on an aircraft.

Screen	View	Fields
Aircraft: Details about the aircraft that were involved (unit, mission, maintenance history, damage, etc).	Aircraft List Aircraft can be added, edited, or deleted	Create a record for each aircraft involved in the accident. For more than one aircraft involved, the order in which they appear in the Aircraft List is the order displayed on the printed accident report. Up and down arrows will display to arrange the order of aircraft if needed.

	General Information	General information about this aircraft:
		• Serial Number
		• MTDS for this aircraft
		• Unit Information (For military only)
		  o Aircraft assigned to…
		  o Unit UIC
		  o Unit Name
		  o Country
		  o State
		  o Station
		  o Army Headquarters
		• Damage [fields]
		• Mission Type
		• Operation Type
		• Simultaneous UA Operation
		  o Number of UA Operating Simultaneously
		  o Simultaneous MTDS
		• Flight Plan
		• Flight Rule
		• On-field Exercise?
		  o Field Exercise
		• Fire Present?
		  o Complete 2397-12 for this aircraft
		• Flammable Fluid Spillage?
		• Digital source collector installed?
		• Fire Starts (If fire present) [fields]
		• Digital Source Collectors (If digital source collectors installed) [fields]
		• Flight data: Emergency; Accident [fields]
		• Was this aerostat?
		  o Aerostat [fields]
		• Was there a loss of link?
		  o Types of Lost Links
		  o Types of Links
		  o UA distance from GCS at time of loss of link
		  o Did the accident occur during the take-off or landing phase?

	Damage / Spillage	• Aircraft fuel system [fields] • Fluid Spillage [fields]

<table>
<tr><th>Screen</th><th>View</th><th>Fields</th></tr>
<tr><td rowspan="3"></td><td></td><td>Spillage Source [fields]</td></tr>
<tr><td>Component/Part Detail</td><td>Add UAS Subsystem/Component/Part [fields]
Cause of failure/malfunction [fields]
Add Failure [fields]
Add Root Cause [fields]
Add Corrective Action [fields]
Personnel Associations
Environmental Condition Associations</td></tr>
<tr><td>Fire (if completing 2397-12)</td><td>Fire Started
Fire indication [fields]
Locations of Fire [fields]
Ignition Sources [fields]
Combustible Materials [fields]
Extinguishing System Effects [fields]
Fire Smoke Detection System [fields]
Effects of Emergency Shutoff Procedure [fields]
General Data [fields]
Additional Remarks</td></tr>
</table>

Environmental

The Environmental screen collects information about the weather and environmental conditions that were present at the time of the accident.

<table>
<tr><th>Screen</th><th>View</th><th>Fields</th></tr>
<tr><td rowspan="2">Environmental: Details about the environmental and weather conditions at the time of the accident.</td><td>General</td><td>Enter data for 2397-11?
Temperature
Pressure Altitude
Altimeter Setting
Altimeter reading
Sky Condition
Horizon
Visible distance
Wind Aloft – Direction and Velocity
Surface Wind – Direction and Velocity
Surface Wind Variance
Surface Wind Gust
Forecast Correct
Vision Obstructions
Moon Above Horizon
Moon Illumination data [fields]
General Weather Conditions
Aircraft Icing
Aircraft Turbulence</td></tr>
<tr><td>Conditions</td><td>Add Weather Condition [fields]
Add Other Condition [fields]
Recommendation [fields]
Aircraft Associations</td></tr>
</table>

Screen	View	Fields
		• Personnel Associations

Narrative

The Narrative screen is where you record the facts, conditions, and circumstances established during the accident investigation. If your report is a Class A or B, on-duty accident, a narrative of investigation is required.

Screen	View	Fields
Narrative of Investigation: Enter the facts, conditions, and circumstances that were established during the investigation.	Narratives	The four main sections of the narrative include: • History of Flight • Human Factors Investigation • Materiel Factors Investigation • Analysis (The sections above have sub-sections to complete. The History of Flight, Human Factors Investigation and Material Factors Investigation must contain factual data.)

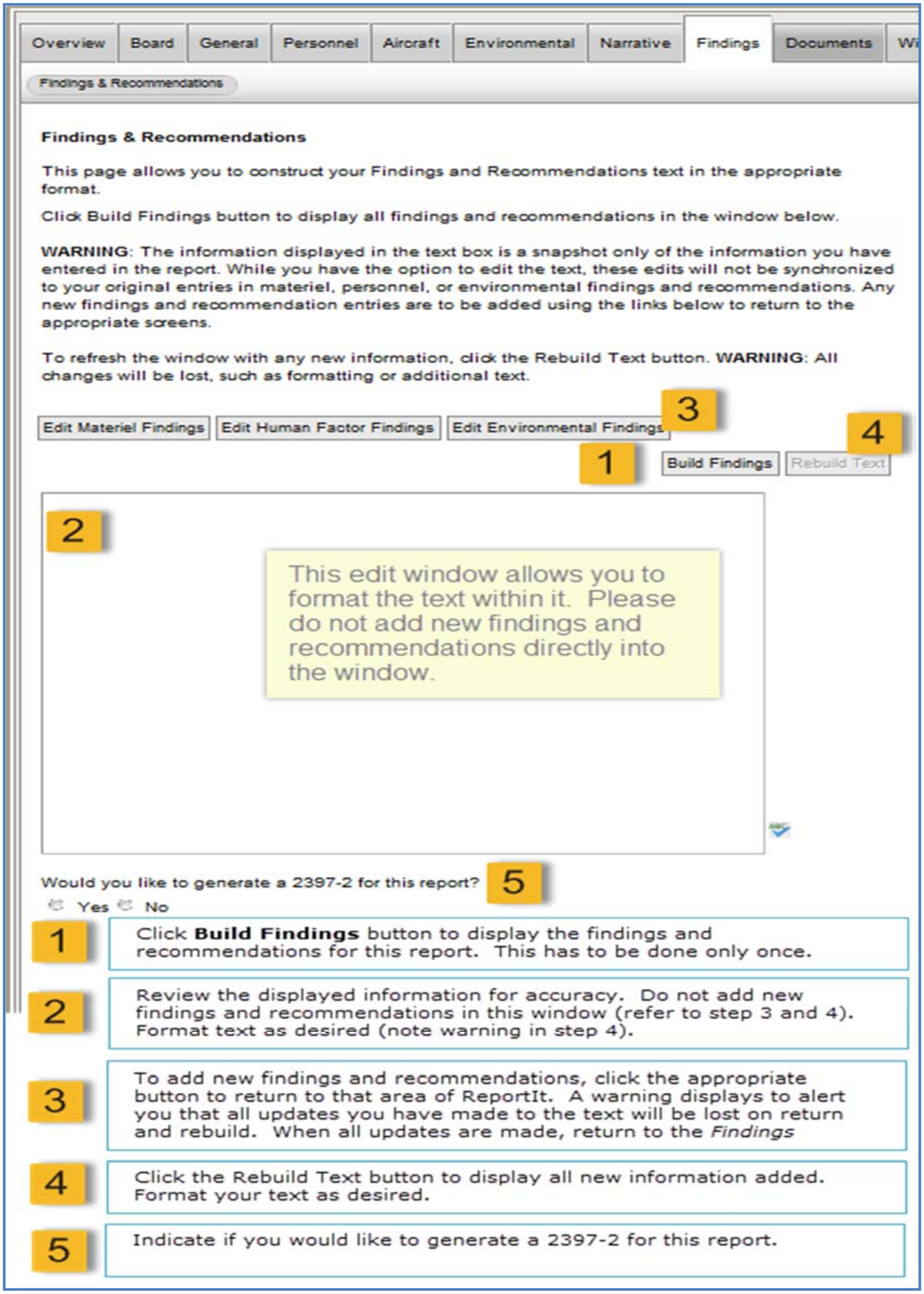
Findings

When an accident report has human errors, materiel failures/malfunctions, and/or environmental conditions, Findings and Recommendations are required. The "Findings" screen concatenates all findings and recommendation 'source' fields into one editable textbox.

This editable Findings textbox allows the user the ability to format or rearrange the order of the findings text. The screen also provides easy navigation back to the desired location to add new details to the findings and recommendations.

WARNING: The information displayed in the text box is a snapshot only of the information you have entered in the report. While you have the option to edit the text, these edits will not match with your original entries. Add new findings and recommendations using the links provided in the Findings screen.

Refer to image below for information on using the Findings editable window.



Finding Editable Window

Witnesses

When you have witnesses of an accident, the Witness screen allows you to gather the necessary information required for the accident report. Not all accidents have witnesses. If this section is optional for your class type, click the **Skip This Section** button.

Screen	View	Fields
Witnesses: The Witness screen is an optional screen to enter witness information for an accident.	Witness List / Witness Information Witnesses can be added, edited, or deleted.	Add, Edit or Delete Witnesses: Provide general information for each witness, such as: • Witness Name • Address/Phone #/DOB • Occupation/Employer/Rank/Background • Witness location at the time of the accident
	Interviews	Interviews for this witness: You can have multiple interviews for one witness. Information asked about an interview are: • Date of interview • Who conducted the interview • Interview summary
	Promise of Confidentiality	Details about witness promise of confidentiality: • Was it offered • Was it requested • Was it declined (displays only if "Yes" to was it offered)

Documents

The Documents screen is for attaching documents external to the report application, such as maps, pictures, etc.

Screen	View	Fields
Documents: Attached documents are associated to a screen and if applicable, a screen list item, such as Personnel > [person] or Aircraft > [aircraft].	Attachments	• Select file type • Information provided in the file • Name of the file • Remarks • Area associated with: Specifically • Description/Caption • Select file
	Forms	Displays the forms that will print for this accident. Remarks can be added to a form type as required.

Examples of external documents are accident site diagrams, photos, video, audio (witness interviews), maps, etc. Supporting documentation can be associated to the accident, personnel, aircraft, environmental condition, or witness.

Supporting documentation can be associated to a report as:

- Attachment: Electronic attachment, i.e. image, lab report.
- Hardcopy: Supporting documentation that cannot be electronically attached to a report, i.e. x-ray; however, is pertinent to the accident case.

Acceptable file types are:
<u>Text files</u>:
.doc, .docx, .csv, .pdf, .ppt, .pptx, .txt, .xls, .xlsx
<u>Image files</u>:
.bmp, .gif, .jpeg, .jpg, .png, .tif, .tiff,

Follow the steps below to attach supporting documentation.

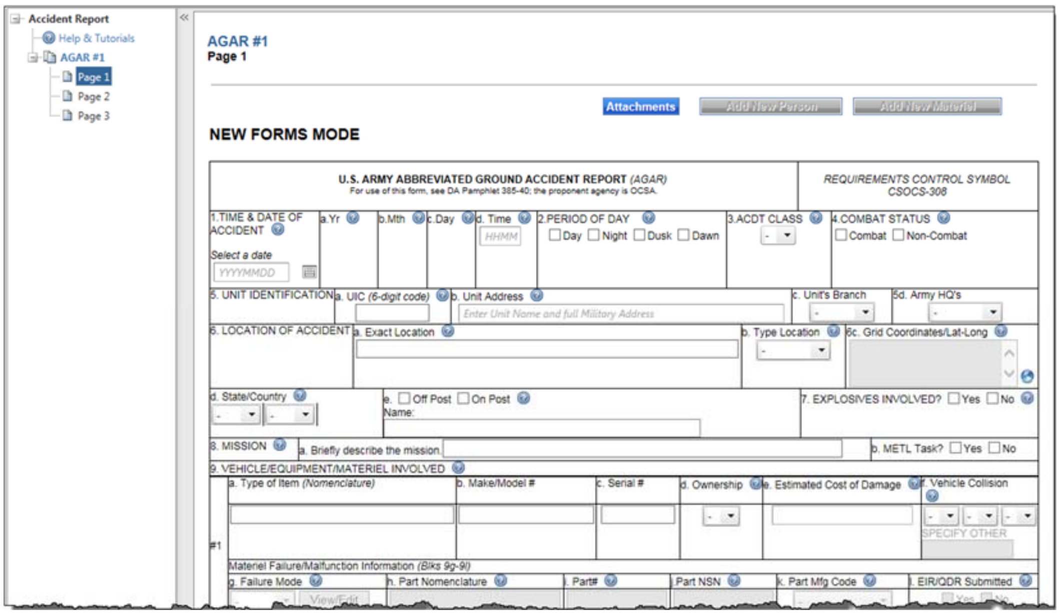
Step	Action
1	Create a new report or resume a report from your dashboard.
2	Click the *Documents* tab.
3	Click Attach Document. **Results**: The **Attach Document** fields display.
4	Click the **Association Method** drop-down arrow and select **Attachment** or **Hardcopy**.
5	Click the **File Type** drop-down arrow and select the appropriate file type from the list.
6	Enter a **File Title** for the attachment.
7	Enter **Remarks** as appropriate. **Results**: Remarks display in the form as part of the Index A, block 4, **Remarks** section.
8	Click the **Associate Attachment Record Type** drop-down arrow and select the report category to associate the attachment to, i.e., Personnel, Aircraft, Environmental Condition, Incident. **Note**: Your selection here will define your choices in the next step. For example, if you select Personnel, you will need to have already created a personnel record to associate an attachment to.
9	Click the **Associate Attachment to** drop-down arrow and select the record to associate the attachment to.
10	Enter a **Description/Caption**. **Results**: For a hardcopy attachment, the **Description/Caption** displays in form placeholder. For electronic attachments, the **Description/Caption** displays at the top of the document.

Step	Action
11	If this is a file that will be attached, click Select, browse to the location of the file and select the file.
12	Click Save/Attach. **Results**: The record displays in the supporting document attachment list with options to edit or delete.

3.2.4 Create a Ground Report in Forms mode

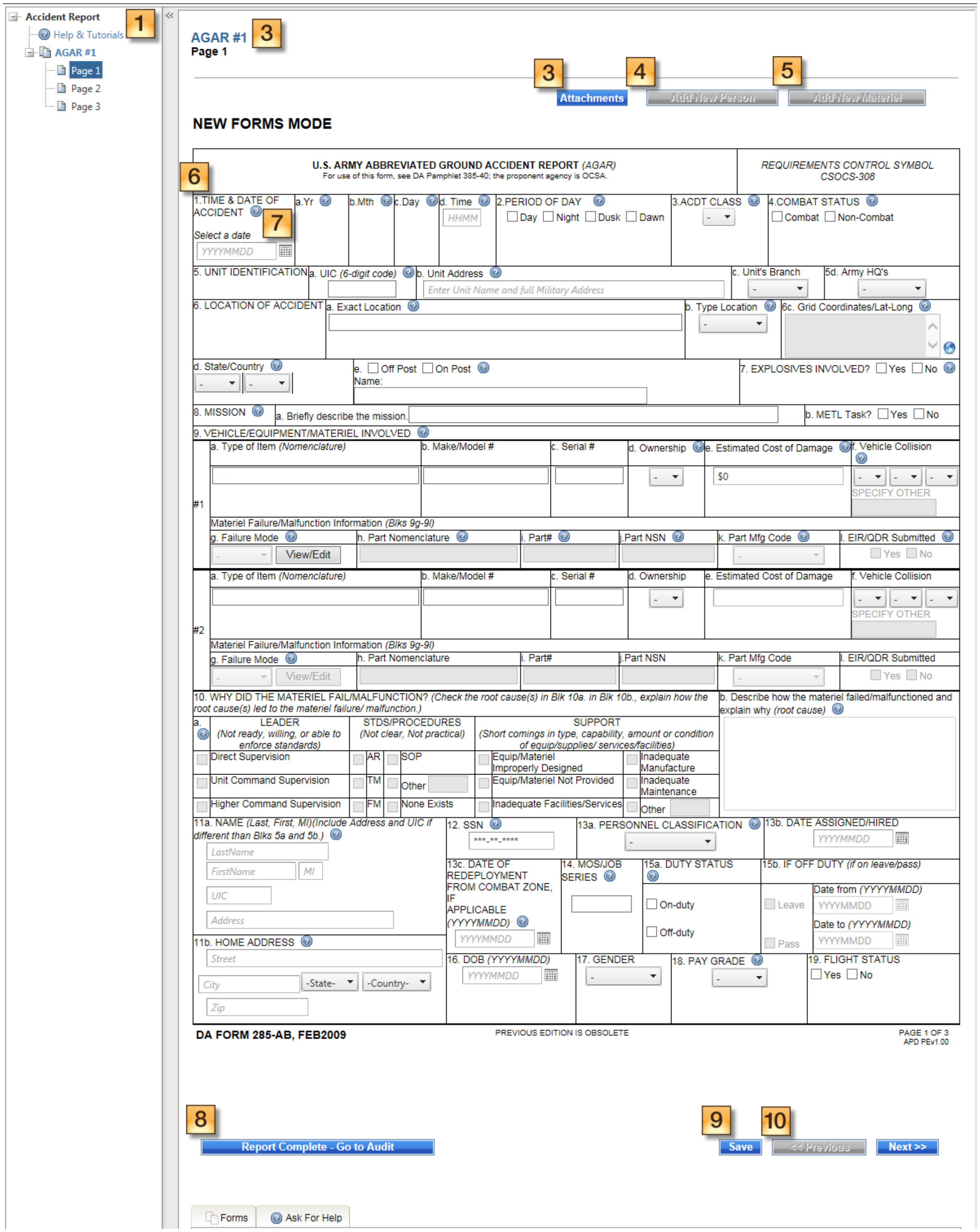
Forms mode allows you to enter the report into a user interface that looks exactly like the DA Form 285-AB.
This will allow you to enter the data into a familiar format but will assist you in filling out the correct fields by enabling and disabling certain questions based on your responses and allowing you to audit the report for errors before submitting it for review.

Follow the steps below to create a Ground report in Forms mode.

Step	Action
1	Click  from the ReportIt task bar.
2	Click Start New AGAR. **Result**: The selected form displays. 

3.2.4.1 AGAR Report Screens

This section will break down the components that make up Forms mode for the DA Form 285-AB.


Accident Report
Help & Tutorials
AGAR #1
Page 1
Page 2
Page 3
1
AGAR #1
3
Page 1
3
4
5
Attachments
Add New Person
Add New Materiel
NEW FORMS MODE
6
U.S. ARMY ABBREVIATED GROUND ACCIDENT REPORT (AGAR)
For use of this form, see DA Pamphlet 385-40; the proponent agency is OCSA.
REQUIREMENTS CONTROL SYMBOL CSOCS-308
1.TIME & DATE OF ACCIDENT
7
Select a date
YYYYMMDD
a.Yr
b.Mth
c.Day
d. Time
HHMM
2.PERIOD OF DAY
Day
Night
Dusk
Dawn
3.ACDT CLASS
4.COMBAT STATUS
Combat
Non-Combat
5. UNIT IDENTIFICATION
a. UIC (6-digit code)
b. Unit Address
Enter Unit Name and full Military Address
c. Unit's Branch
5d. Army HQ's
6. LOCATION OF ACCIDENT
a. Exact Location
b. Type Location
6c. Grid Coordinates/Lat-Long
d. State/Country
e. Off Post On Post
Name:
7. EXPLOSIVES INVOLVED? Yes No
8. MISSION
a. Briefly describe the mission.
b. METL Task? Yes No
9. VEHICLE/EQUIPMENT/MATERIEL INVOLVED
a. Type of Item (Nomenclature)
b. Make/Model #
c. Serial #
d. Ownership
e. Estimated Cost of Damage
f. Vehicle Collision
$0
SPECIFY OTHER
#1
Materiel Failure/Malfunction Information (Blks 9g-9l)
g. Failure Mode
View/Edit
h. Part Nomenclature
i. Part#
j.Part NSN
k. Part Mfg Code
l. EIR/QDR Submitted
Yes No
#2
10. WHY DID THE MATERIEL FAIL/MALFUNCTION? (Check the root cause(s) in Blk 10a. in Blk 10b., explain how the root cause(s) led to the materiel failure/ malfunction.)
b. Describe how the materiel failed/malfunctioned and explain why (root cause)
LEADER (Not ready, willing, or able to enforce standards)
STDS/PROCEDURES (Not clear, Not practical)
SUPPORT (Short comings in type, capability, amount or condition of equip/supplies/ services/facilities)
Direct Supervision
Unit Command Supervision
Higher Command Supervision
AR
TM
FM
SOP
Other
None Exists
Equip/Materiel Improperly Designed
Equip/Materiel Not Provided
Inadequate Facilities/Services
Inadequate Manufacture
Inadequate Maintenance
Other
11a. NAME (Last, First, MI)(Include Address and UIC if different than Blks 5a and 5b.)
LastName
FirstName
MI
UIC
Address
11b. HOME ADDRESS
Street
City
-State-
-Country-
Zip
12. SSN
-**-*
13a. PERSONNEL CLASSIFICATION
13b. DATE ASSIGNED/HIRED
13c. DATE OF REDEPLOYMENT FROM COMBAT ZONE, IF APPLICABLE (YYYYMMDD)
14. MOS/JOB SERIES
15a. DUTY STATUS
On-duty
Off-duty
15b. IF OFF DUTY (if on leave/pass)
Leave
Pass
Date from (YYYYMMDD)
Date to (YYYYMMDD)
16. DOB (YYYYMMDD)
17. GENDER
18. PAY GRADE
19. FLIGHT STATUS
Yes No
DA FORM 285-AB, FEB2009
PREVIOUS EDITION IS OBSOLETE
PAGE 1 OF 3
APD PEv1.00
8
Report Complete - Go to Audit
9
10
Save
<< Previous
Next >>
Forms
Ask For Help

Component	Description
1	The Table of Contents (TOC) will show you the forms and pages within those forms and allow you to navigate to each page easily. You can click « located next to the TOC to collapse the TOC so that you can view more of the form and click » to expand it once it has been collapsed. You can also position your cursor on the grey bar between the TOC and form and click and drag the TOC to a custom width.
2	The page title will show you where you are in the report: AGAR #1 Page 1, AGAR #1 Page 2, etc.
3	Attachments - allows you to add supporting documents to your report. These attachments will display in the PDF of the form which can be viewed by clicking Form > Open Forms at the bottom of the page.
4	Add New Person – This button will allow you to add an additional AGAR form to your report so that you can add an additional person that was involved in the accident. Once the form has been added, it will appear in the TOC. Notes This button will be disabled until personnel information has been entered in the existing AGAR form(s).
5	Add New Materiel – This button will allow you to add an additional AGAR form to your report so that you can add additional materiel that were involved in the accident. Once the form has been added, it will appear in the TOC. Notes This button will be disabled until materiel information has been entered in Block 9 #1 and #2 of the existing AGAR form(s).
6	AGAR Form User Interface – allows report data to be entered block by block.
7	Help tip – Most fields within the interface contain help tips designated with the ? icon. Click the icon to open the help tip, click Close to close the help tip.
8	At any point during the process of creating the report you can click Report Complete - Go to Audit to take you to the Audit screen where you can check the data for errors.
9	Your data will be saved whenever you navigate to another page within the report or when you exit the report but you can also click Save at any point during report entry.

10	The << Previous and Next >> buttons allow you to navigate page by page through the existing AGAR form(s). Notes The Previous button is disabled when you are on the first page of the report and the Next button is disabled when you are on the final page of the report.

3.2.4.2 Disabled fields in Forms mode

Certain fields within Forms mode will be disabled by default until the lead question is answered. For example Block 21 – Lost Time, these fields will not be enabled until you have indicated the degree of injury and then only certain fields will be enabled based on the degree of injury selected (e.g. Days Hospitalized and Days lost not Hospitalize will not enable if the injury severity is Restricted Work Activity).

3.2.4.3 Active Validation

Certain fields within Forms mode must be completed before you can navigate to another page of the report. These Active Validation errors will be displayed at the bottom of the page when you try to navigate away from the page. After completing these fields you will be able to leave the page.

3.2.5 Create an Aviation Report in Forms mode

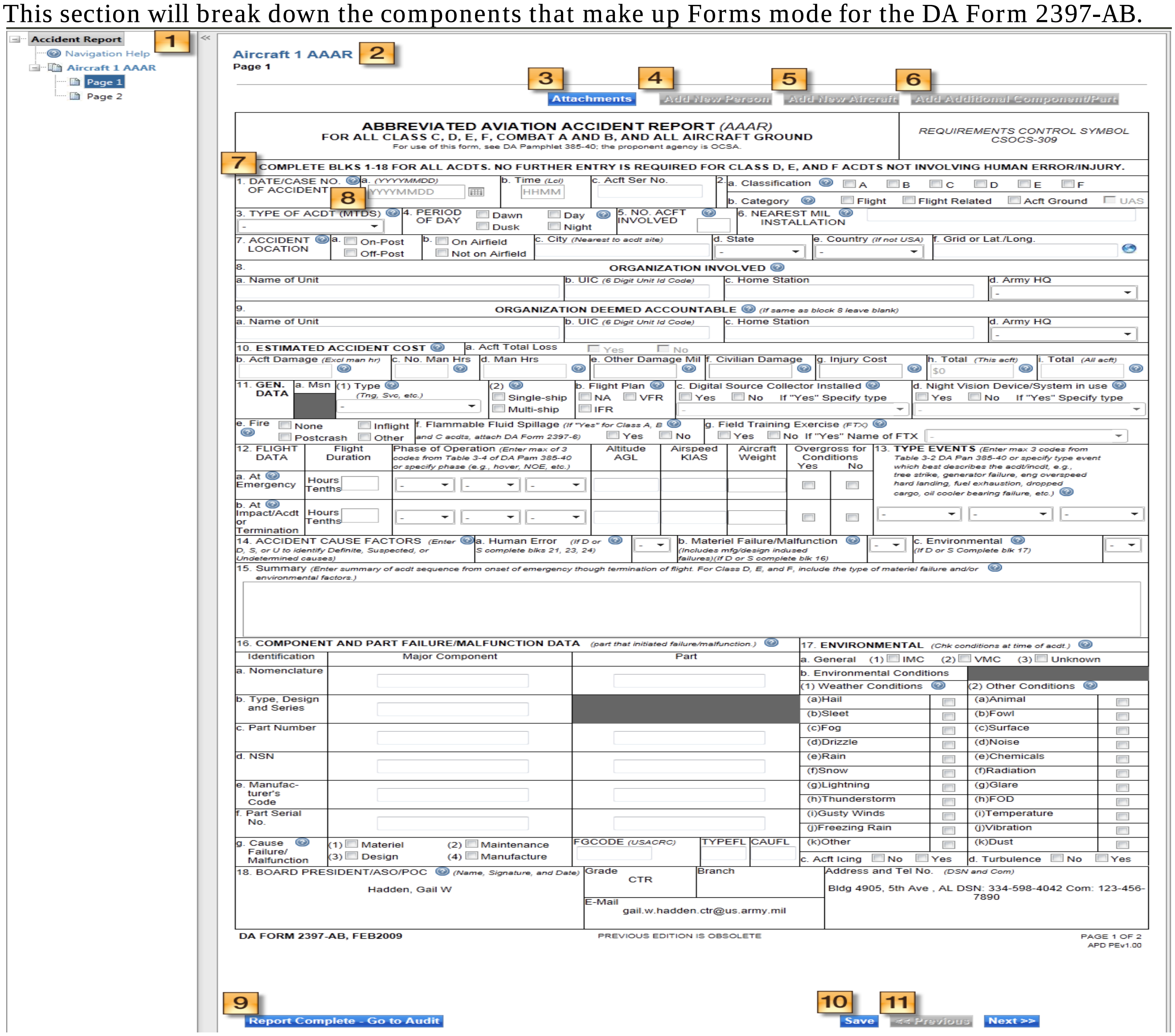
Forms mode allows you to enter the report into a user interface that looks exactly like the DA Form 2397-AB.
This will allow you to enter the data into a familiar format but will assist you in filling out the correct fields by enabling and disabling certain questions based on your previous responses.

Follow the steps below to create an Aviation report in Forms mode.

Step	Action
1	Click  from the ReportIt task bar.
2	Click  . **Result**: The selected form displays.

3.2.5.1 AAAR Report Screens

This section will break down the components that make up Forms mode for the DA Form 2397-AB.



Component	Description
1	The Table of Contents (TOC) will show you the forms and pages within those forms and allow you to navigate to each page easily. You can click « located next to the TOC to collapse the TOC so that you can view more of the form and click » to expand it once it has been collapsed. You can also position your cursor on the grey bar between the TOC and form and click and drag the TOC to a custom width.
2	The page title will show you where you are in the report: AAAR #1 Page 1, AAAR #2 Page 2, etc.
3	Attachments - allows you to add supporting documents to your report. These attachments will display in the PDF of the form which can be viewed by clicking Form > Open Forms at the bottom of the page.
4	Add New Person – This button will allow you to add an additional AAAR form to your report so that you can add additional personnel that were involved in the accident. Once the form has been added, it will appear in the TOC and be associated to the Aircraft with which you are currently working. See more details in 3.2.4.4 Adding additional AAAR forms. Notes This button will be disabled until personnel information has been entered in the three personnel areas in Block 21 in the existing AAAR form(s).
5	Add New Aircraft – This button will allow you to add another aircraft to your report. Once the form has been added, it will appear in the TOC. The second aircraft added will display as Aircraft 2 AAAR in the TOC, the third as Aircraft 3 AAAR, etc. See more details in 3.2.4.4 Adding additional AAAR forms. Notes This button will be disabled until the Acft Ser No. (Block 1c) has been populated for all aircraft and No. Acft Involved (Block 5) indicates the number of aircraft is at least one more than the number of Aircraft indicated in the TOC. For example if you have 1 Aircraft in the TOC and Block 5 = 2, you will be allowed to add 1 more aircraft.

6	Add Additional Component/Part – This button will allow you to add an additional AAAR form to your report so that you can add additional components and/or parts that were involved in the accident. Once the form has been added, it will appear in the TOC. See more details in 3.2.4.4 Adding additional AAAR forms. Notes This button will be disabled until information has been entered in Block 16 of the existing AAAR form(s).
7	AAAR Form User Interface - allows report data to be entered block by block.
8	Help tip – Most fields within the interface contain help tips designated with the icon. Click the icon to open the help tip, click Close to close the help tip.
9	At any point during the process of creating the report you can click Report Complete - Go to Audit to take you to the Audit screen where you can check the data for errors.
10	Your data will be saved whenever you navigate to another page within the report or when you exit the report but you can also click Save at any point during report entry.
11	The << Previous and Next >> buttons allow you to navigate page by page through the existing AAAR form(s). Notes The Previous button is disabled when you are on the first page of the report and the Next button is disabled when you are on the final page of the report.

3.2.5.2 Disabled fields in Forms mode

Certain fields within Forms mode will be disabled by default until the lead question is answered. For example Block 10 – Estimated Accident Cost, these fields may be disabled based on the report Classification or Category selected or if the Aircraft was a Total Loss.

3.2.5.3 Active Validation

Certain fields within Forms mode must be completed before you can navigate to another page of the report. These Active Validation errors will be displayed at the bottom of the page when you try to navigate away from the page. After completing these fields you will be able to leave the page.

Report Audit - Errors/Warnings in This Step

The last audit inspection of this report indicated that the following errors and/or warnings exist for this step.

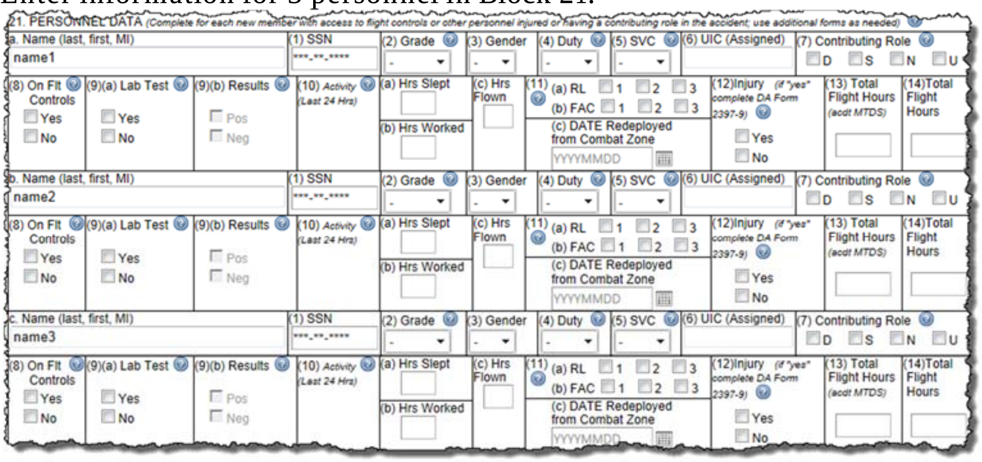
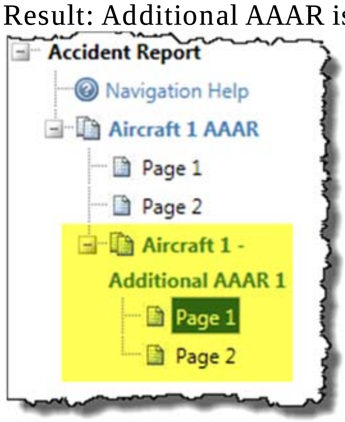
Block 1a - Accident Date is a required field.

Block 2a - Classification is a required field.

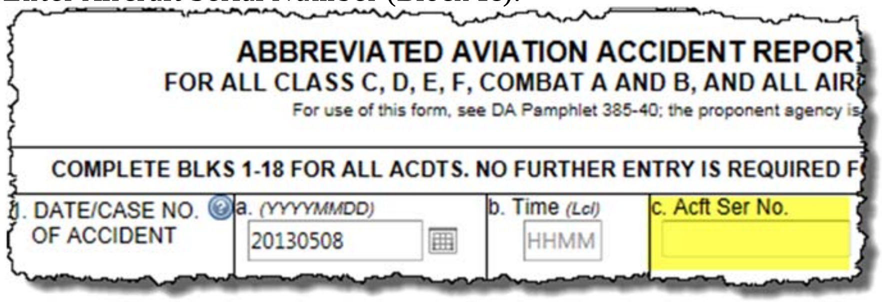
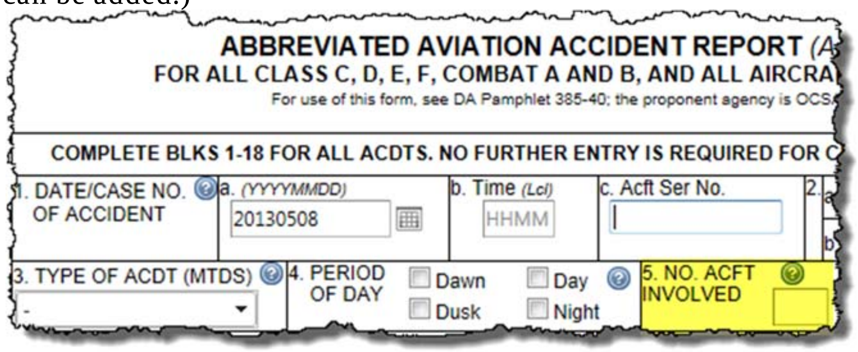
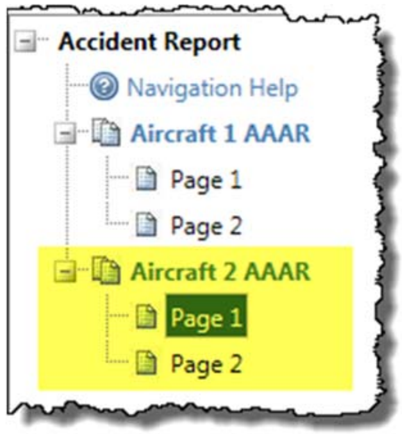
3.2.5.4 Adding additional AAAR forms

Forms mode allows you to add additional AAAR forms when the forms are needed. There are three ways to add additional forms:

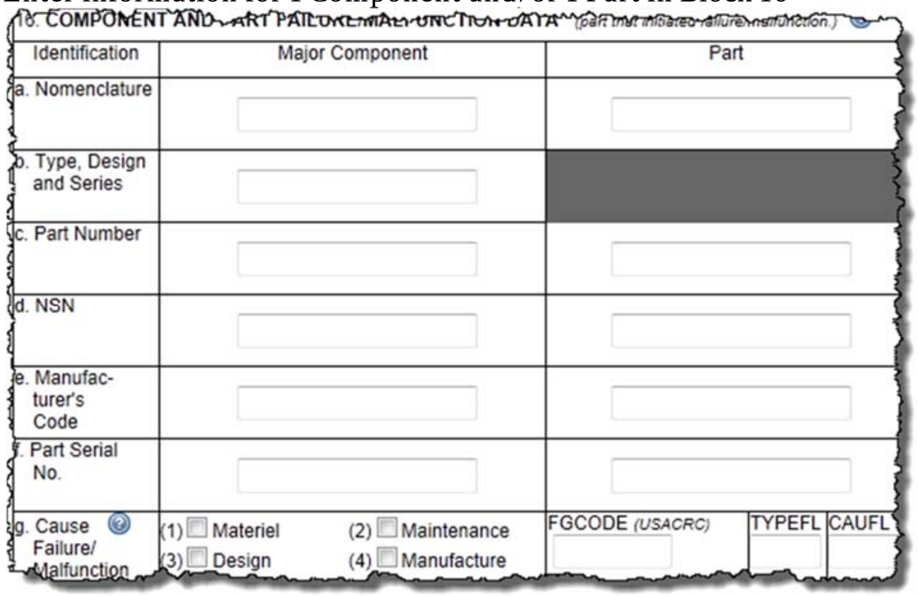
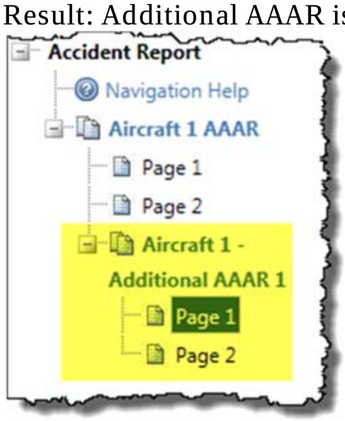
- Add New Person – Follow the steps below to add a AAAR form if there are more than three personnel associated to one aircraft.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Enter information for 3 personnel in Block 21.

</td></tr>
<tr><td>2</td><td>Click Save. The Add New Person button will become enabled.</td></tr>
<tr><td>3</td><td>Click Add New Person
Result: Additional AAAR is added and is associated to the current aircraft.

</td></tr>
</table>

- Add New Aircraft – Follow the steps below to add a AAAR form if there was more than one aircraft involved in the accident.

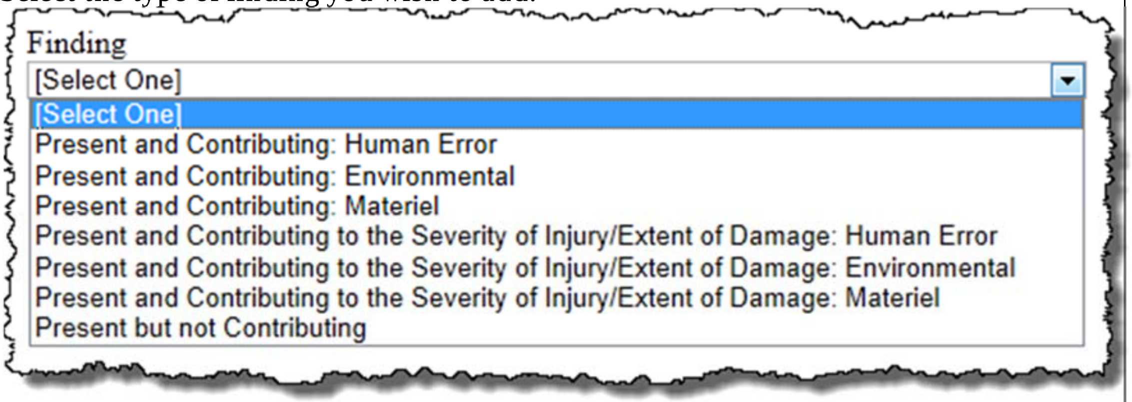
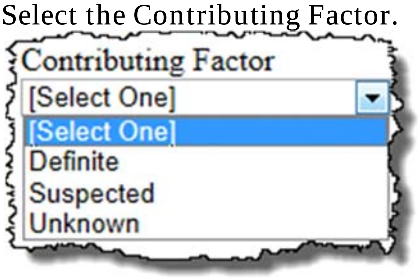
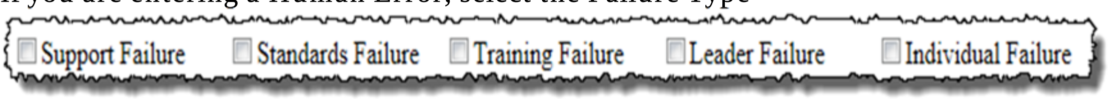
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Enter Aircraft Serial Number (Block 1c).

</td></tr>
<tr><td>2</td><td>Enter Number of Aircraft involved (Must be more than 1 before an additional aircraft can be added.)

</td></tr>
<tr><td>3</td><td>Click Save. The Add New Aircraft button will become enabled.</td></tr>
<tr><td>4</td><td>Click Add New Aircraft
Result: Additional Aircraft AAAR is added

</td></tr>
</table>

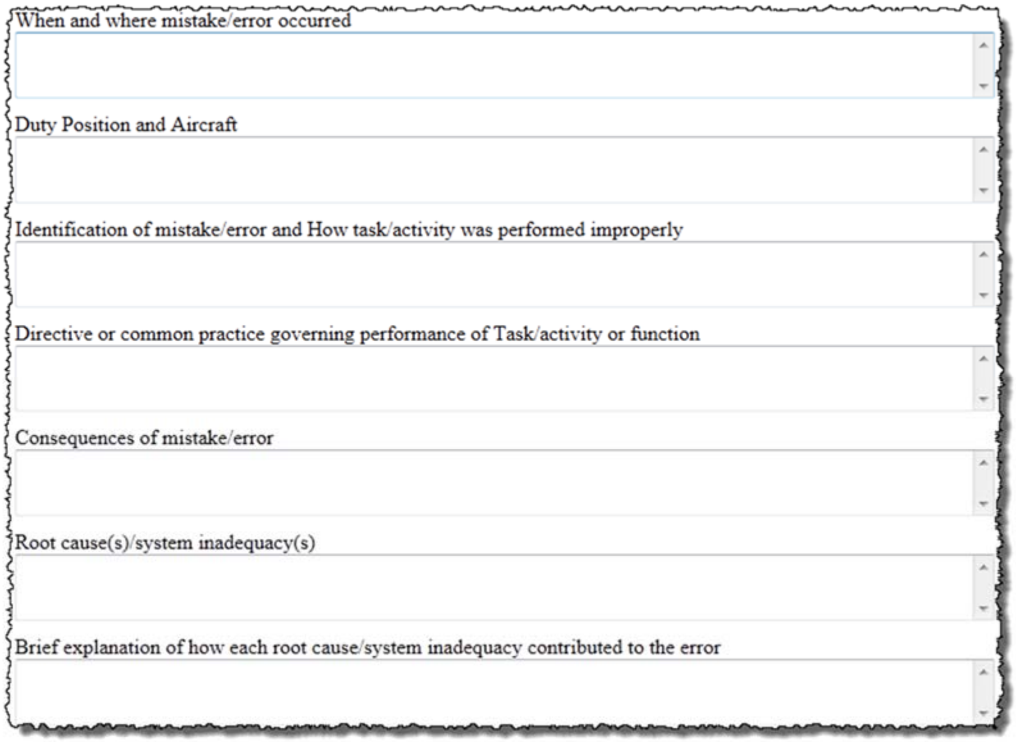
- Add Additional Component/Part - Follow the steps below to add a AAAR form if there are more than one Component and/or Part associated to one aircraft.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Enter information for 1 Component and/or 1 Part in Block 16

</td></tr>
<tr><td>2</td><td>Click  . The Add additional component/part button becomes enabled.</td></tr>
<tr><td>3</td><td>Click </td></tr>
<tr><td>4</td><td>Result: Additional AAAR is added and is associated to the current aircraft.

</td></tr>
</table>

3.2.5.5 Forms Mode Findings and Recommendations

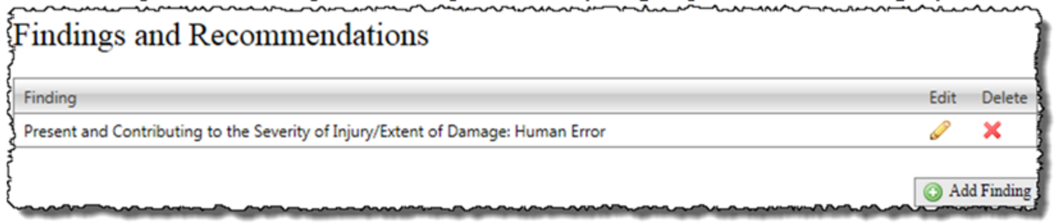
Block 24 of the Aircraft 1 AAAR will allow the user to enter Findings and Recommendations associated to the accident. You can enter Findings directly into the text box in Block 24 or you can use the Add Findings function to enter the individual elements associated to the Finding and ReportIt will help you build your Findings and Recommendations. Follow the steps below to use the Add Findings function.

Step	Action
1	In Block 24, click Add Finding **Result: The Finding Detail page will display.**
2	Select the type of finding you wish to add. 
3	Select the Contributing Factor. 
4	If you are entering a Human Error, select the Failure Type 

Step	Action
5	In the next group of questions, you will enter the elements of the finding. The questions presented will depend on the type of finding you selected above. Enter information in the element text boxes. 
6	Enter the recommendations for the appropriate level. 

The finding can be saved and resumed at a later time or you can build the finding which will place it in block 24.
Follow the steps below to Save and resume a finding.

Step	Action
1	After entering information for your finding (you must at least select a finding type), click Save.

Step	Action
2	The finding list, showing all findings currently in progress, will be displayed.  If you are in the report and wish to resume a finding, click Resume Finding in block 24 and the finding list will be displayed.
3	To delete the finding, click
4	To resume/edit the finding, click
5	To add a new finding, click Add Finding

If you have completed entering information for the finding you can build the finding which will place it in block 24.
Follow the steps below to build the finding.

Step	Action
1	After you have completed your finding and all information has been entered, click Build Finding. You will not be able to get back to the Finding Details screen after you have clicked Build Finding but you can edit the finding in the text box in block 24.
2	All finding information will be formatted appropriately and placed in block 24 (If there are existing findings in block 24, the newest finding will be appended to the bottom).

3.2.6 Create a UAS Report in Forms mode

Forms mode allows you to enter the report into a user interface that looks exactly like the DA Form 2397-U.

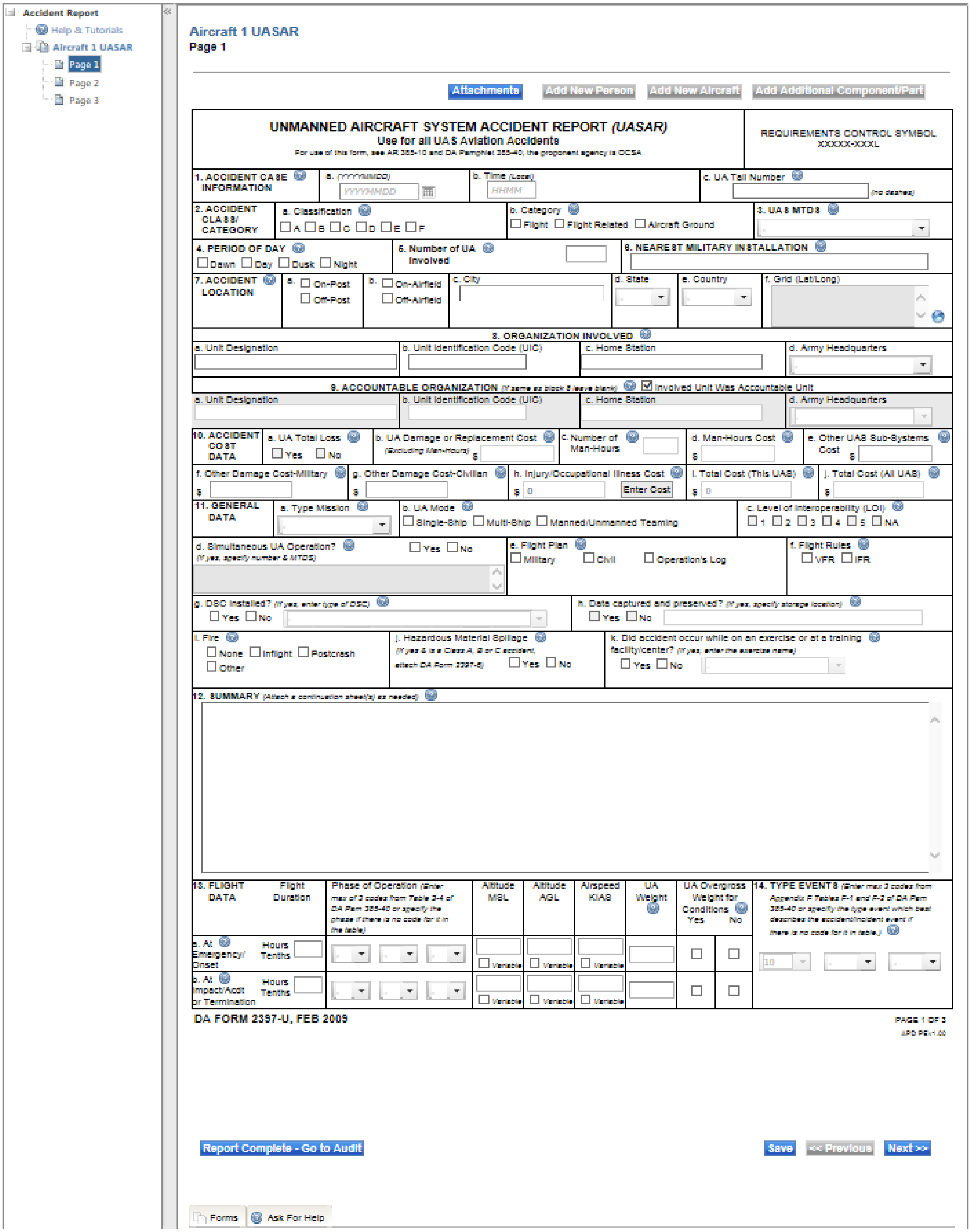
This will allow you to enter the data into a familiar format but will assist you in filling out the correct fields by enabling and disabling certain questions based on your previous responses.

Follow the steps below to create a UAS report in Forms mode.

Step	Action
1	Click  from the ReportIt task bar.
2	Click Start New UASAR. **Result**: The selected form displays.

3.2.6.1 UASAR Report Screens

This section will break down the components that make up Forms mode for the DA Form 2397-U.



Accident Report
Help & Tutorials
Aircraft 1 UASAR
Page 1
Page 2
Page 3

Aircraft 1 UASAR
Page 1

Attachments | Add New Person | Add New Aircraft | Add Additional Component/Part

UNMANNED AIRCRAFT SYSTEM ACCIDENT REPORT (UASAR)
Use for all UAS Aviation Accidents
For use of this form, see AR 385-10 and DA Pamphlet 385-40; the proponent agency is OCSA

REQUIREMENTS CONTROL SYMBOL XXXXX-XXXL

1. ACCIDENT CASE INFORMATION — a. (YYYYMMDD) YYYYMMDD — b. Time (Local) HHMM — c. UA Tail Number (no dashes)

2. ACCIDENT CLASS/CATEGORY — a. Classification ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F — b. Category ☐ Flight ☐ Flight Related ☐ Aircraft Ground — 3. UAS MTDS

4. PERIOD OF DAY ☐ Dawn ☐ Day ☐ Dusk ☐ Night — 5. Number of UA Involved — 6. NEAREST MILITARY INSTALLATION

7. ACCIDENT LOCATION — a. ☐ On-Post ☐ Off-Post — b. ☐ On-Airfield ☐ Off-Airfield — c. City — d. State — e. Country — f. Grid (Lat/Long)

8. ORGANIZATION INVOLVED — a. Unit Designation — b. Unit Identification Code (UIC) — c. Home Station — d. Army Headquarters

9. ACCOUNTABLE ORGANIZATION (If same as block 8 leave blank) ☑ Involved Unit Was Accountable Unit — a. Unit Designation — b. Unit Identification Code (UIC) — c. Home Station — d. Army Headquarters

10. ACCIDENT COST DATA — a. UA Total Loss ☐ Yes ☐ No — b. UA Damage or Replacement Cost (Excluding Man-Hours) $ — c. Number of Man-Hours — d. Man-Hours Cost $ — e. Other UAS Sub-Systems Cost $

f. Other Damage Cost-Military $ — g. Other Damage Cost-Civilian $ — h. Injury/Occupational Illness Cost $ 0 Enter Cost — i. Total Cost (This UAS) $ 0 — j. Total Cost (All UAS) $

11. GENERAL DATA — a. Type Mission — b. UA Mode ☐ Single-Ship ☐ Multi-Ship ☐ Manned/Unmanned Teaming — c. Level of Interoperability (LOI) ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA

d. Simultaneous UA Operation? (If yes, specify number & MTDS) ☐ Yes ☐ No — e. Flight Plan ☐ Military ☐ Civil ☐ Operation's Log — f. Flight Rules ☐ VFR ☐ IFR

g. DSC Installed? (If yes, enter type of DSC) ☐ Yes ☐ No — h. Data captured and preserved? (If yes, specify storage location) ☐ Yes ☐ No

i. Fire ☐ None ☐ Inflight ☐ Postcrash ☐ Other — j. Hazardous Material Spillage (If yes & is a Class A, B or C accident, attach DA Form 2397-8) ☐ Yes ☐ No — k. Did accident occur while on an exercise or at a training facility/center? (If yes, enter the exercise name) ☐ Yes ☐ No

12. SUMMARY (Attach a continuation sheet(s) as needed)

13. FLIGHT DATA	Flight Duration	Phase of Operation (Enter max of 3 codes from Table 3-4 of DA Pam 385-40 or specify the phase if there is no code for it in the table)	Altitude MSL	Altitude AGL	Airspeed KIAS	UA Weight	UA Overgross Weight for Conditions Yes	No
a. At Emergency/Onset	Hours Tenths		Variable	Variable	Variable		☐	☐
b. At Impact/Acdt or Termination	Hours Tenths		Variable	Variable	Variable		☐	☐

14. TYPE EVENTS (Enter max 3 codes from Appendix F Tables F-1 and F-2 of DA Pam 385-40 or specify the type event which best describes the accident/incident event if there is no code for it in table.) 10

DA FORM 2397-U, FEB 2009 — PAGE 1 OF 3 — APD PE v1.00

Report Complete - Go to Audit | Save | << Previous | Next >>

Forms | Ask For Help

Component	Description
1	The Table of Contents (TOC) will show you the forms and pages within those forms and allow you to navigate to each page easily. You can click « located next to the TOC to collapse the TOC so that you can view more of the form and click » to expand it once it has been collapsed. You can also position your cursor on the grey bar between the TOC and form and click and drag the TOC to a custom width.
2	The page title will show you where you are in the report: UASAR #1 Page 1, UASAR #2 Page 2, etc.
3	Attachments - allows you to add supporting documents to your report. These attachments will display in the PDF of the form which can be viewed by clicking Form > Open Forms at the bottom of the page.
4	Add New Person – This button will allow you to add an additional UASAR form to your report so that you can add additional personnel that were involved in the accident. Once the form has been added, it will appear in the TOC and be associated to the UAS with which you are currently working. See more details in 3.2.6.4 Adding additional UASAR forms. Notes This button will be disabled until personnel information has been entered in the three personnel areas in Block 22 in the existing UASAR form(s).
5	Add New Aircraft – This button will allow you to add another aircraft to your report. Once the form has been added, it will appear in the TOC. The second aircraft added will display as Aircraft 2 UASAR in the TOC, the third as Aircraft 3 UASAR, etc. See more details in 3.2.6.4 Adding additional UASAR forms. Notes This button will be disabled until the UA Tail Number (Block 1c) has been populated for all UA and Number of UA Involved (Block 5) indicates the number of UA is at least one more than the number of UA indicated in the TOC. For example if you have 1 UA in the TOC and Block 5 = 2, you will be allowed to add 1 more UA.

6	Add Additional Component/Part – This button will allow you to add an additional UASAR form to your report so that you can add additional components and/or parts that were involved in the accident. Once the form has been added, it will appear in the TOC. See more details in 3.2.6.4 Adding additional UASAR forms. Notes This button will be disabled until information has been entered in Block 17 of the existing UASAR form(s).
7	UASAR Form User Interface - allows report data to be entered block by block.
8	Help tip – Most fields within the interface contain help tips designated with the icon. Click the icon to open the help tip, click Close to close the help tip.
9	At any point during the process of creating the report you can click Report Complete - Go to Audit to take you to the Audit screen where you can check the data for errors.
10	Your data will be saved whenever you navigate to another page within the report or when you exit the report but you can also click Save at any point during report entry.
11	The << Previous and Next >> buttons allow you to navigate page by page through the existing UASAR form(s). Notes The Previous button is disabled when you are on the first page of the report and the Next button is disabled when you are on the final page of the report.

3.2.6.2 Disabled fields in Forms mode

Certain fields within Forms mode will be disabled by default until the lead question is answered. For example Block 10 – Estimated Accident Cost, these fields may be disabled based on the report Classification or Category selected or if the Aircraft was a Total Loss.

3.2.6.3 Active Validation

Certain fields within Forms mode must be completed before you can navigate to another page of the report. These Active Validation errors will be displayed at the bottom of the page when you try to navigate away from the page. After completing these fields you will be able to leave the page.

Report Audit - Errors/Warnings in This Step

The last audit inspection of this report indicated that the following errors and/or warnings exist for this step.

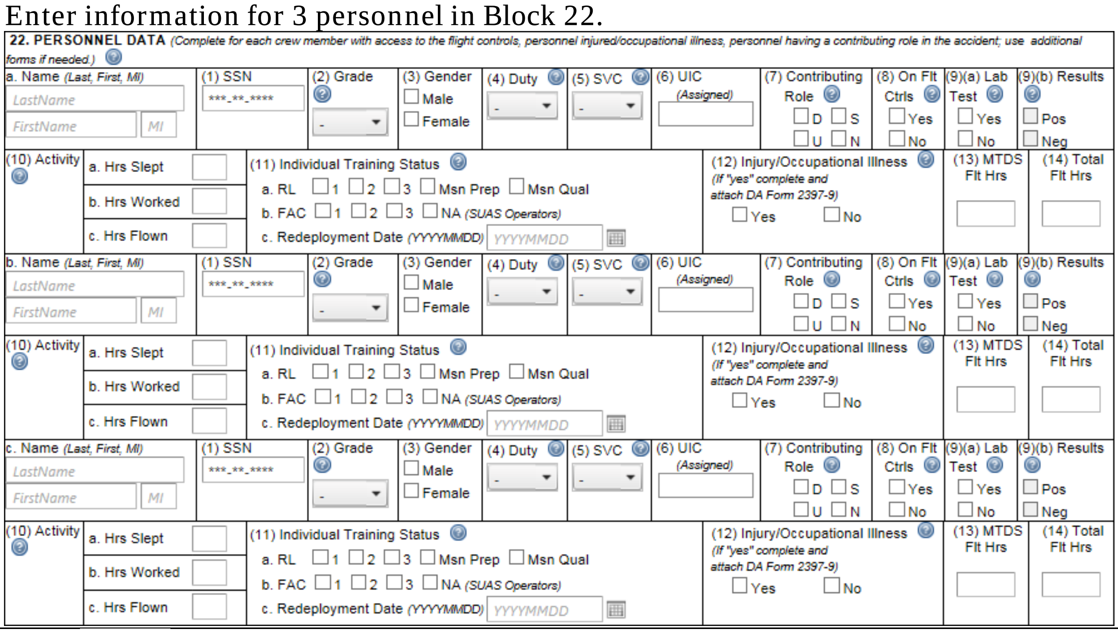
⚠ Block 1a - Accident Date is a required field.

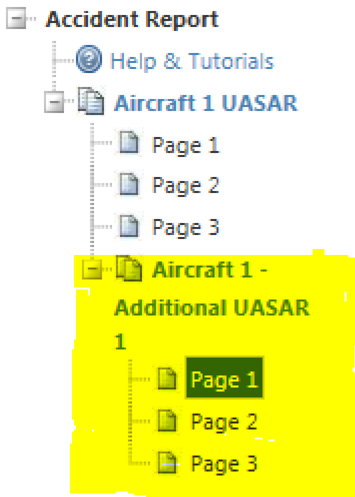
⚠ Block 2a - Classification is a required field.

3.2.6.4 Adding additional UASAR forms

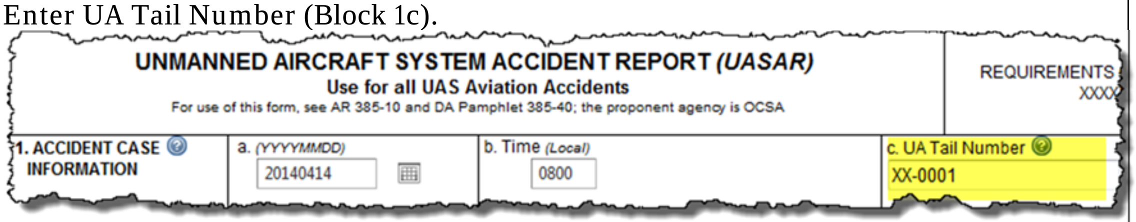
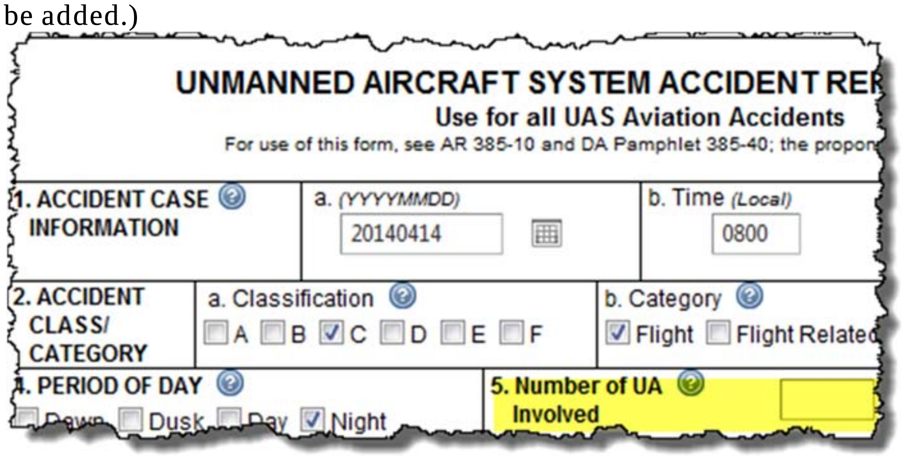
Forms mode allows you to add additional UASAR forms when the forms are needed. There are three ways to add additional forms:

- Add New Person – Follow the steps below to add a UASAR form if there are more than three personnel associated to one UAS.

Step	Action
1	Enter information for 3 personnel in Block 22.  22. PERSONNEL DATA (Complete for each crew member with access to the flight controls, personnel injured/occupational illness, personnel having a contributing role in the accident; use additional forms if needed.) a. Name (Last, First, MI) LastName FirstName MI | (1) SSN ***-**-**** | (2) Grade - | (3) Gender Male Female | (4) Duty - | (5) SVC - | (6) UIC (Assigned) | (7) Contributing Role D S U N | (8) On Flt Ctrls Yes No | (9)(a) Lab Test Yes No | (9)(b) Results Pos Neg (10) Activity a. Hrs Slept b. Hrs Worked c. Hrs Flown | (11) Individual Training Status a. RL 1 2 3 Msn Prep Msn Qual b. FAC 1 2 3 NA (SUAS Operators) c. Redeployment Date (YYYYMMDD) YYYYMMDD | (12) Injury/Occupational Illness (If "yes" complete and attach DA Form 2397-9) Yes No | (13) MTDS Flt Hrs | (14) Total Flt Hrs b. Name (Last, First, MI) LastName FirstName MI | (1) SSN ***-**-**** | (2) Grade - | (3) Gender Male Female | (4) Duty - | (5) SVC - | (6) UIC (Assigned) | (7) Contributing Role D S U N | (8) On Flt Ctrls Yes No | (9)(a) Lab Test Yes No | (9)(b) Results Pos Neg (10) Activity a. Hrs Slept b. Hrs Worked c. Hrs Flown | (11) Individual Training Status a. RL 1 2 3 Msn Prep Msn Qual b. FAC 1 2 3 NA (SUAS Operators) c. Redeployment Date (YYYYMMDD) YYYYMMDD | (12) Injury/Occupational Illness (If "yes" complete and attach DA Form 2397-9) Yes No | (13) MTDS Flt Hrs | (14) Total Flt Hrs c. Name (Last, First, MI) LastName FirstName MI | (1) SSN ***-**-**** | (2) Grade - | (3) Gender Male Female | (4) Duty - | (5) SVC - | (6) UIC (Assigned) | (7) Contributing Role D S U N | (8) On Flt Ctrls Yes No | (9)(a) Lab Test Yes No | (9)(b) Results Pos Neg (10) Activity a. Hrs Slept b. Hrs Worked c. Hrs Flown | (11) Individual Training Status a. RL 1 2 3 Msn Prep Msn Qual b. FAC 1 2 3 NA (SUAS Operators) c. Redeployment Date (YYYYMMDD) YYYYMMDD | (12) Injury/Occupational Illness (If "yes" complete and attach DA Form 2397-9) Yes No | (13) MTDS Flt Hrs | (14) Total Flt Hrs
2	Click Save. The Add New Person button will become enabled.

Step	Action
3	Click **Add New Person** Result: Additional UASAR is added and is associated to the current UAS. 

- Add New Aircraft – Follow the steps below to add a UASAR form if there was more than one aircraft involved in the accident.

Step	Action
1	Enter UA Tail Number (Block 1c). 
2	Enter Number of UA involved (Must be more than 1 before an additional aircraft can be added.) 
3	Click **Save**. The Add New Aircraft button will become enabled.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>Click **Add New Aircraft**
Result: Additional Aircraft UASAR is added
Accident Report
- Help & Tutorials
- Aircraft 1 UASAR
  - Page 1
  - Page 2
  - Page 3
- Aircraft 2 UASAR
  - Page 1
  - Page 2
  - Page 3</td></tr>
</table>

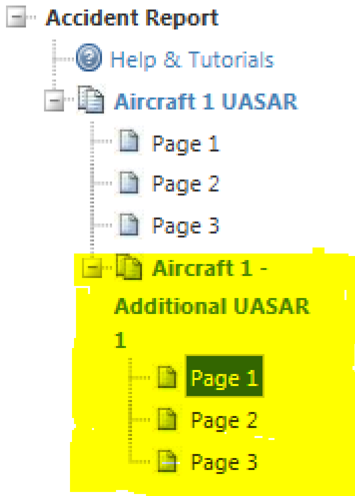
- Add Additional UAS Subsystem/Component/Part - Follow the steps below to add a UASAR form if there are more than one Subsystem, Component and/or Part associated to one UAS.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Enter information for 1 Component and/or 1 Part in Block 17

17. Component and Part *(Part that initiated failure/malfunction)*

	UAS Subsystem *(UA, GCS, GDT, TALS, etc.)*	Major Component	Part
a. Nomenclature			
b. Type, Design, and Series			
c. Part Number			
d. NSN/ Manufacturer's Number			
e. Manufacturer's Code			
f. Serial Number			
g. Cause of Failure/ Malfunction	☐ Material ☐ Maintenance ☐ Design ☐ Manufacture View/Edit	*(Enter the applicable Failure Codes (max of 2) using Table 1-2, DA Pam 738-751 (TAMMS-Aviation))*	

</td></tr>
<tr><td>2</td><td>Click **Save**. The Add additional subsystem/component/part button becomes enabled.</td></tr>
<tr><td>3</td><td>Click **Add Additional Component/Part**</td></tr>
</table>

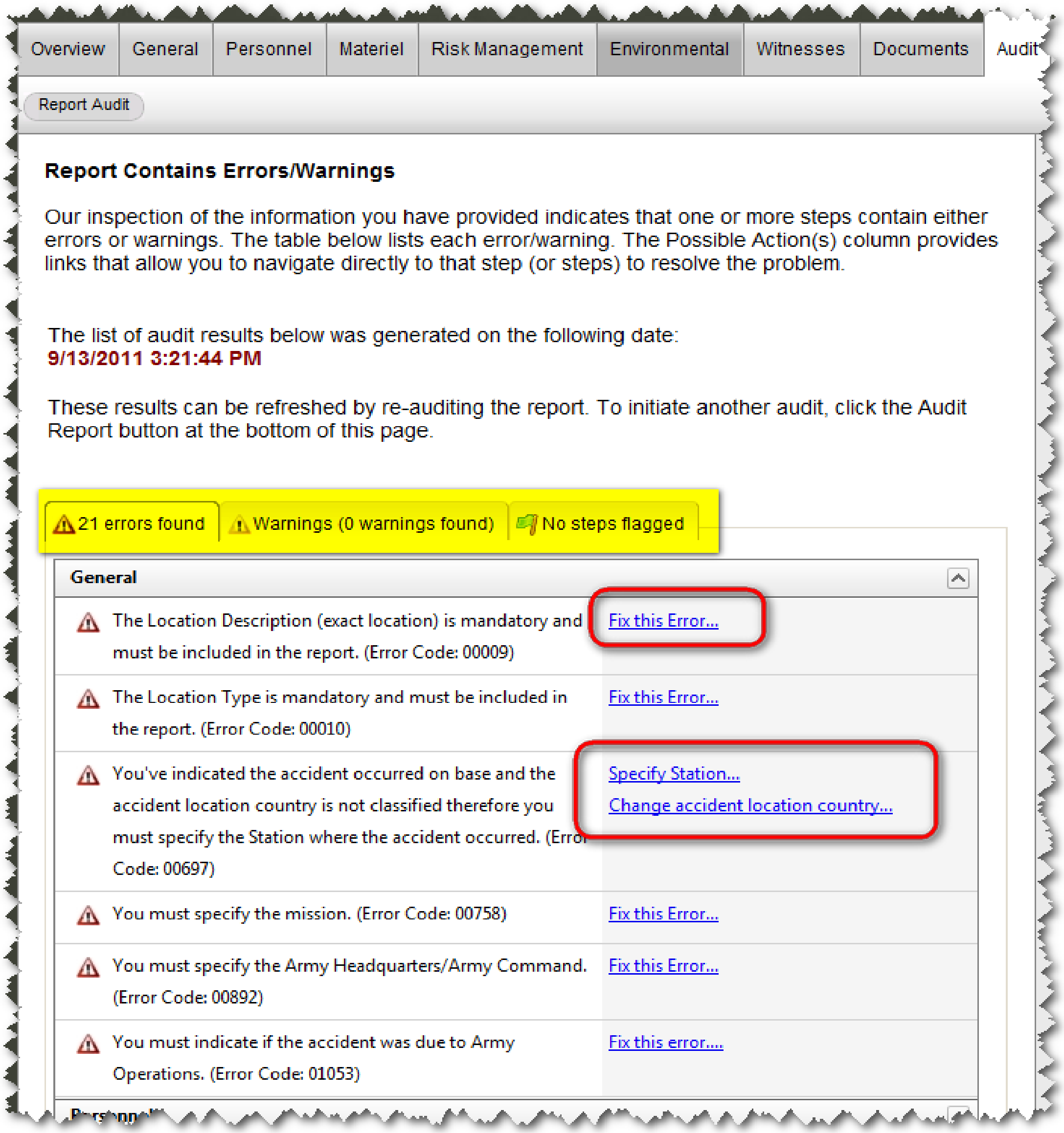
Step	Action
4	Result: Additional UASAR is added and is associated to the current aircraft. 

3.3 Audit a Report

The ReportIt audit is an automated validation to ensure all required fields have been completed, accuracy of the report, and all supporting documents are attached as required by the business process.

When a report is complete, the submitter/recorder runs the audit to check for errors, potential errors (warnings) and flagged steps. The results of the audit display in three sections: The Error section; the Warnings section, and Flagged steps (steps flagged for review by the submitter/recorder).

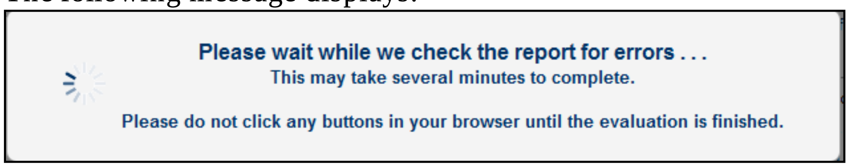
At any point in the creation process, you can run the audit; however, before a report is submitted, an audit is required.

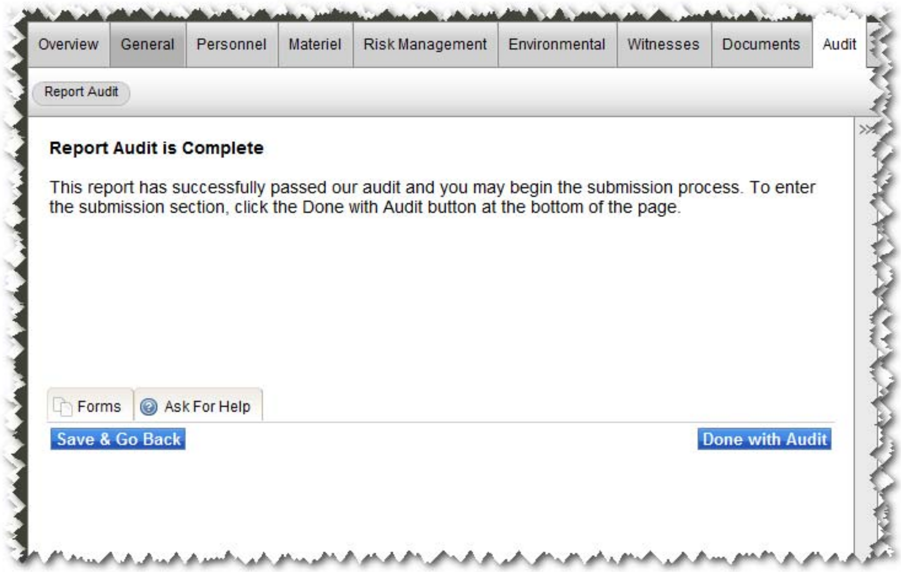


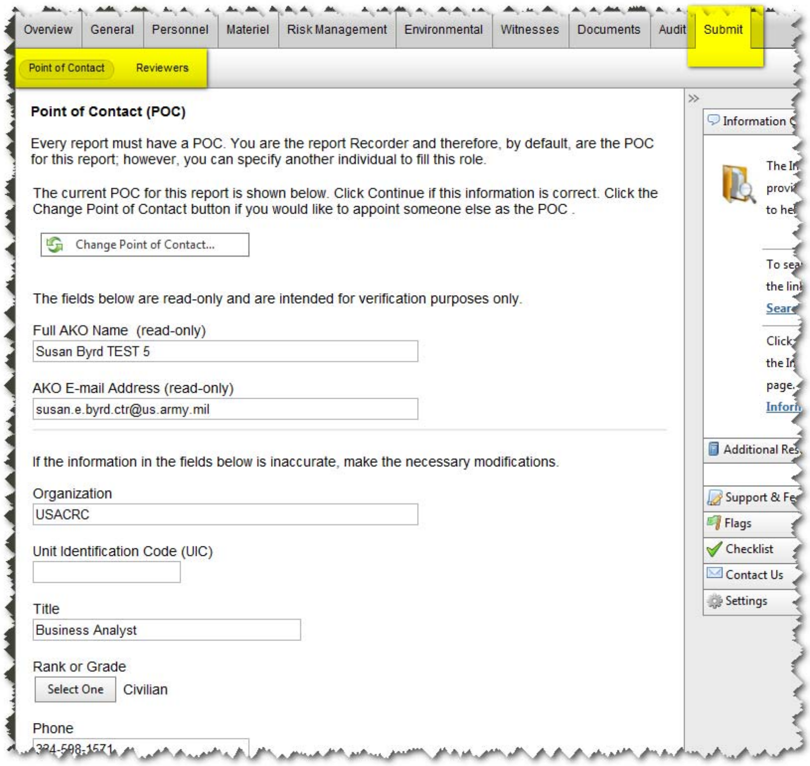
Audit Screen

Follow the steps below to audit a report.

Step	Action
1	Click Audit for the active report.

Step	Action
2	Click Check here to complete the final evaluation of your report. as indicated. See Note below. **Note**: Check this box when you have finished ALL data entry. This box does not have to be checked to perform an audit of the report. If it is checked, the **Form Type** and **Accident Classification** verify based on the information that you have provided. The report downgrades when information provided does not meet the criteria of the form type and classification, accordingly.
3	Click Check Report for Errors... . **Results**: The following message displays: 
4	The audit report displays in the errors found, warnings found, and steps flagged. Click Fix this Error... to return to the page containing the error, and complete the required fields. **Note**: The hyperlink may contain other text than *Fix this Error*.
5	Click Save & Return to Audit .

Step	Action
6	Repeat steps 2-5 until the report is error-free.  **Result**: The *Report Audit is Complete* page displays.

Step	Action
7	Click Done with Audit.  **Result**: The *Submit* > *Point of Contact* screen displays. Refer to [3.4 Submit a Report](#).

3.4 Submit a Report

When all report information has been entered and errors fixed, the report is ready to be submitted for review and approval. For a report to be submitted, the following criteria must be met:

- ✓ A report point of contact (POC)
- ✓ Submission Process
- ✓ Reviewers

Once the report reviewers have been defined and the report has been submitted, the approval workflow process begins. The report becomes read-only and an email is sent to the reviewers with basic information about the report.

Follow the steps below to submit a report.

Step	Action
1	The steps below are dependent on completion of 3.3 Audit a Report. To complete these steps, your report needs to have passed the audit and you are in the *Submit* screen.
2	The point of contact for a report defaults to the submitter. If this information is correct, click Save & Continue. **Or** To appoint someone else as the point of contact, click Change Point of Contact...; complete the displayed fields and then click Save & Continue. **Result:** The Submission Process screen displays. This screen allows you to select Simplified or Original Submission Process.
3	**Simplified Submission Process** enables you to add one reviewer and multiple courtesy copy recipients and route the report. This method will not use the routing structure set up in the Safety Office Console for the accountable UIC in the report (For more information see 3.4.1 Simplified Submission Process). Click Save & Continue. **Result:** If selected, the *Add Reviewers* screen displays. This screen allows entry of one reviewer and one or more courtesy copy recipients (adding a CC recipient is optional). **Original Submission Process** will automatically add Safety Office Reviewers to the report based on the accountable UIC and the structure set up in the Safety Office Console for this UIC (For more information on Safety Office routing, see 3.4.2 Original Submission Process). Click Save & Continue. **Result:** If selected, the *Manage Reviewers* screen displays. This screen defines the four steps to add a reviewer.

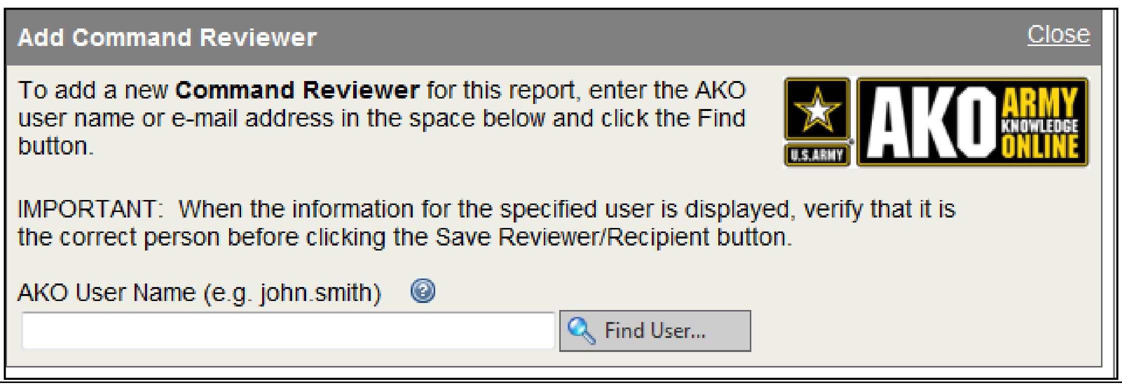
Notes

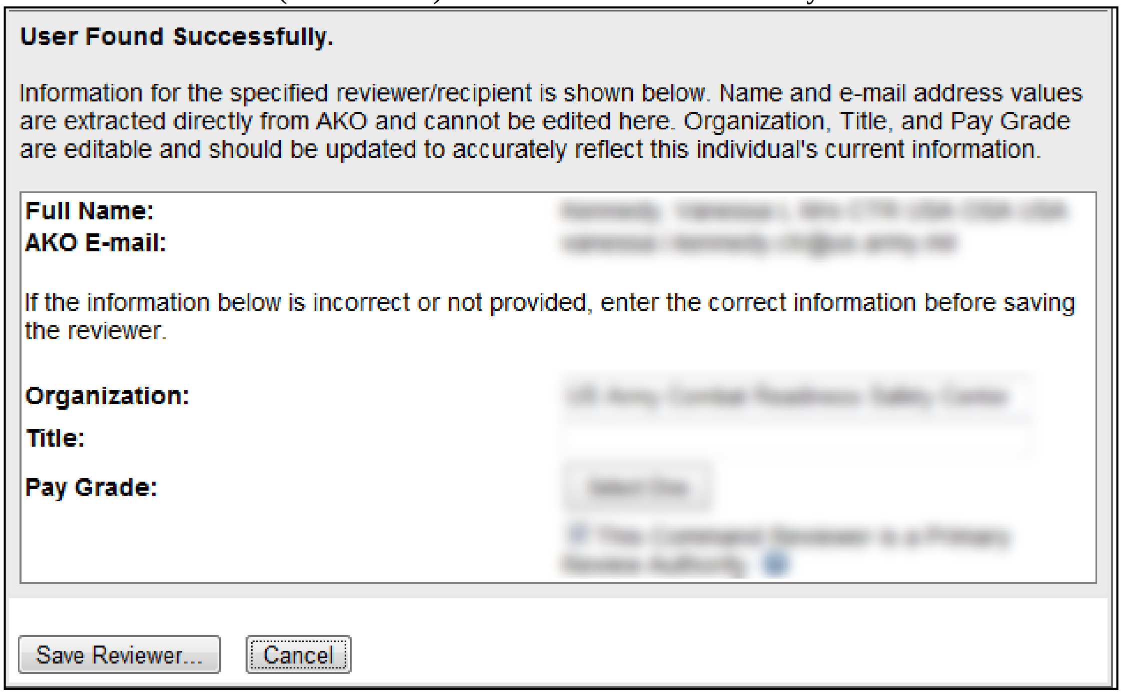
There is an additional step if there is an investigation board. The Investigation Board Reviewers are notified first. No other reviewers can be added until the Investigation Board completes their review.

3.4.1 Simplified Submission Process

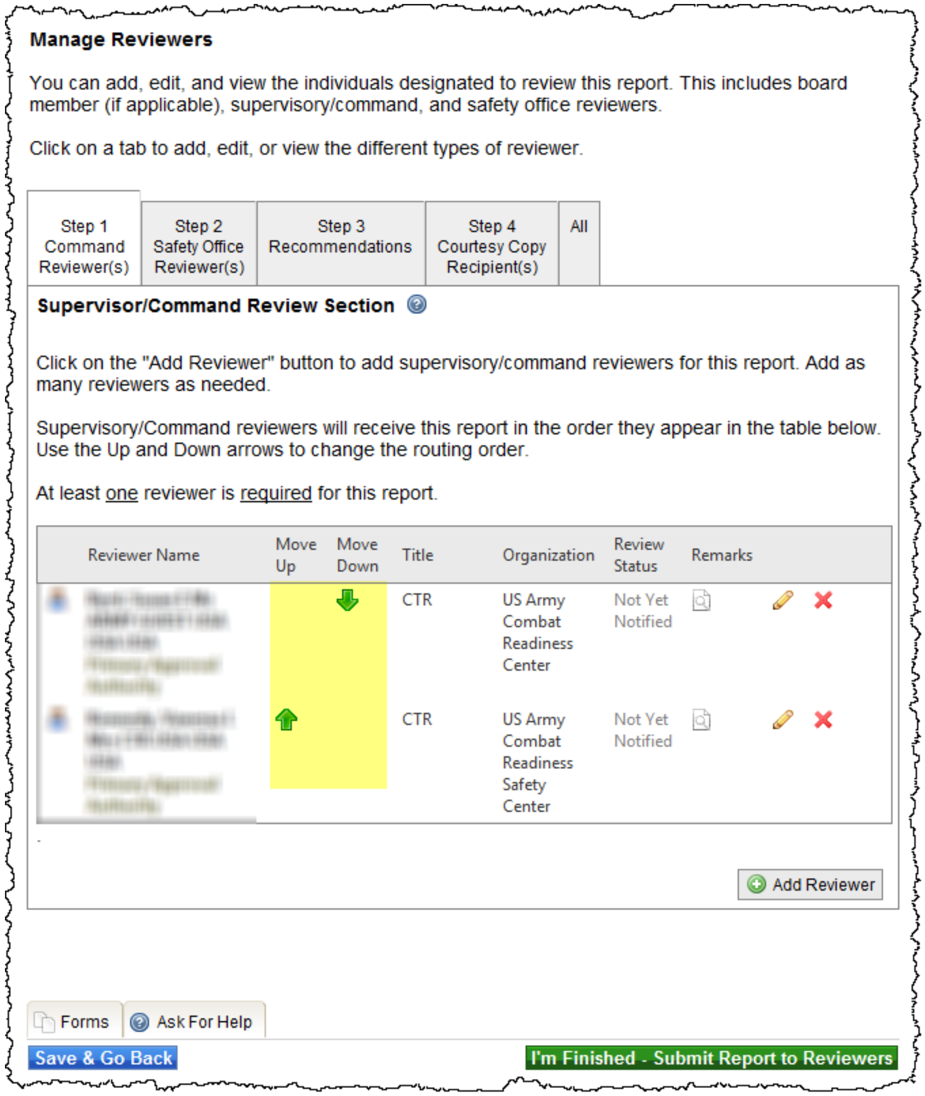
Step	Action
1	If you have submitted a report using the Simplified Submission Process in the past, the reviewer and cc recipients from that report will be automatically populated as the reviewer and cc recipients of your current report. The reviewer or cc recipients can be removed by clicking ✖ next to the individual's name. If the reviewer is not pre-populated or has been deleted, enter the name of the reviewer in the **Find User** text box and after confirming that this is the appropriate reviewer, click Save Reviewer/Recipient... . The reviewer will be added to the list (only one reviewer is allowed)
2	When the reviewer and cc recipient(s) have been established, click I'm Finished - Send Report . **Result**: The reviewer and the cc recipient(s) will be notified, via email, that the report is ready for review. See 3.10 Review a Report – Simplified Submission. The report now displays in the *In COC Review* node of your ReportIt Dashboard.

3.4.2 Original Submission Process

Step	Action
1	Click Add Reviewer in the Step 1-Command Reviewer(s) and enter AKO User Name in the Find User text box. 

Step	Action
2	Click Save Reviewer... (see caution) when the user is successfully located.  **Results:** The reviewers name is displayed in the **Command Review Section**.

Ensure you have selected the correct person before saving. There can be multiple users with the same name.

Step	Action
3	Repeat steps 3 and 4 until all command reviewers have been added. 

Use the Move Up and Move Down arrows to arrange the reviewers in the order you want them to review the report. The order they appear in is the order the report is routed.

Step	Action
4	After adding Command Reviewers, click on the "Step 2 Safety Office Reviewer(s)" tab. If the Safety Office routing structure has been pre-defined for the accountable UIC in your report, this tab will be pre-populated with the correct Safety Office Reviewers. For more information on Safety Office routing, see Appendix B. **OR** You can manually add Safety Office reviewers. Click Add Reviewer in the Step 2- Safety Office Reviewer(s) and enter the name of the reviewer in the **Find User** text box. **Results**: The reviewer's name is displayed in the **Safety Office Review Section**.
5	Repeat the Add Reviewer step until all Safety Office Reviewers have been added.
6	If you have added recommendations to your report, you can add Recommendation Reviewers to one or more of the recommendations by clicking on Step 3 Recommendations. Note: Adding Recommendation Reviewers is not required.
7	If you would like for the report to be sent to Courtesy Copy Recipients, you can add them by clicking on Step 4 Courtesy Copy Recipient(s). Note: Courtesy Copy Recipients are notified of the fact that this report is complete and has been submitted, but they do not have any review/approval authority.
8	Click I'm Finished - Submit Report to Reviewers when you are finished adding reviewers. **Result:** The first reviewer is notified, via email, that the report is ready for review.

Notes

An email notification is sent to the first reviewers with the basic report information. The report now displays in the *In COC Review* view of your ReportIt *Dashboard*.

3.5 Resume a Report

You can resume a saved report that is in Draft or Rejected status from your last location in the report.

Step	Action
1	Go to your dashboard or click from the ReportIt task bar.
2	Locate the report to resume in *My Dashboard* view.
3	If the report is in a Draft status, click on the In Draft node under My Accident Reports in your dashboard. OR If the report is in a Rejected status, click on the Rejected node. Locate the report and click the icon. **Results**: The report opens to the location where you last exited the report. Note: You can sort your report list by clicking the column headers or use the Advanced Search feature to help you locate your report.

3.6 Open the Form View

The form view can be opened from the My Dashboard list or within the report screens. The form is a read-only view of how the printed form will look.

Follow the steps below to open a report in the form view from the Dashboard.

Step	Action
1	Click from the ReportIt task bar.
2	Locate the report to view as a form.
3	Click . **Results**: The report opens as a form in a .pdf format.

3.6.1 Open the Form View from a Report Screen

You can view the report as a form at any time during the accident report creation. Follow the steps below to open the accident report form from within the report.

Step	Action
1	Click Resume Report from the ReportIt task bar.
2	Locate the report to resume in *My Dashboard* view.
3	Click . **Results**: The report opens to the location where you last exited the report.
4	Click Forms at the bottom of the active view.
5	Click the 1. Open Forms link.

3.7 Managing Rejected Reports

When you have reports that have been rejected by reviewers, the Rejected node in *My Dashboard* will be active. The submitter is notified by email that a report has been reviewed and rejected.

Remarks of why the report was rejected can be viewed by clicking the Report Status icon .

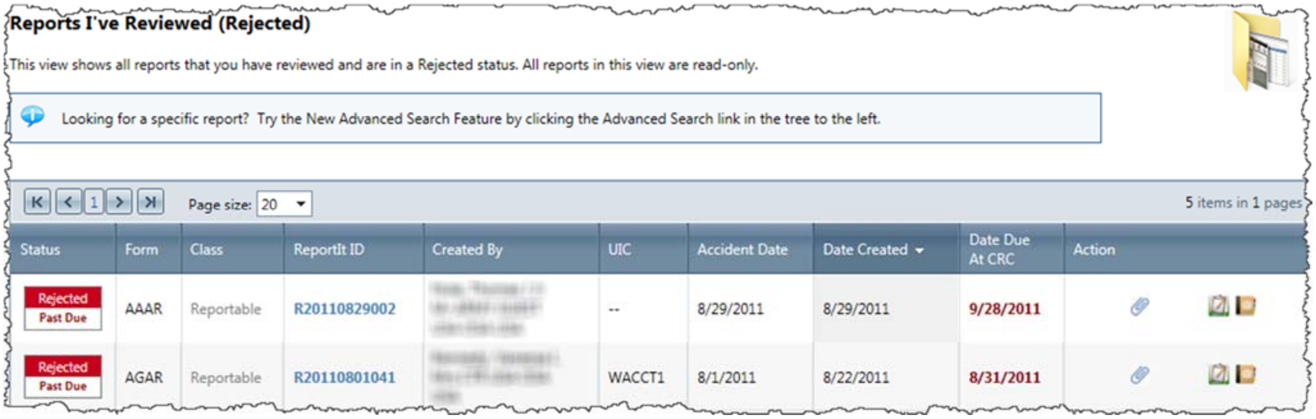
If you are the report Submitter, you can:

1. Edit the report
2. Delete the report
3. Add an attachment
4. Open the Collaboration Summary (dependent on Safety Office setup)
5. Open the reviewer list
6. View the Report Status
7. Open the forms
8. Request an extension (if the report is past due)

If you are the report reviewer, you can:

1. View attachments
2. Add an attachment (Based on your permissions)
3. View the Report Status
4. Open the forms

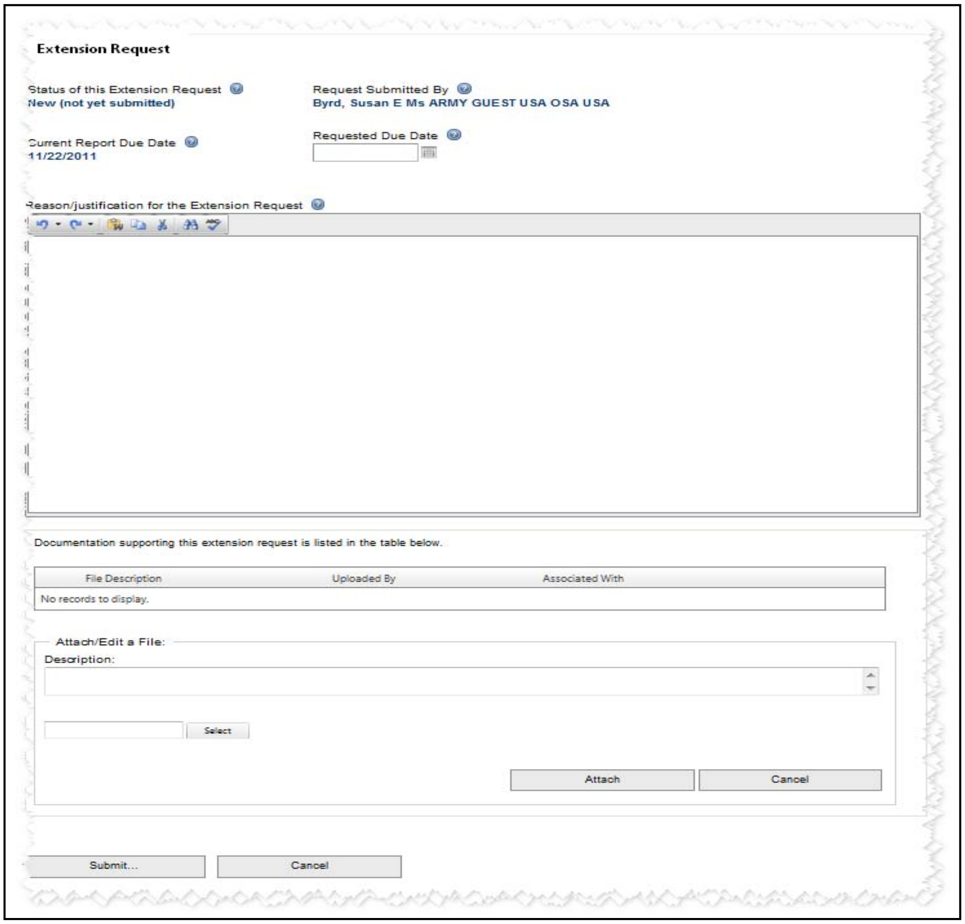
Reports In Rejected Status (Submitter)



Reports I've Reviewed (Rejected)

3.8 Request an Extension

You can request an extension to a report due date if you are not able to complete the report in the allotted time. Supporting documentation can be attached to an extension request as needed. The request is automatically sent to the U.S. Army Combat Readiness/Safety Center for authorization.



Request an Extension

Follow the steps below to request an extension:

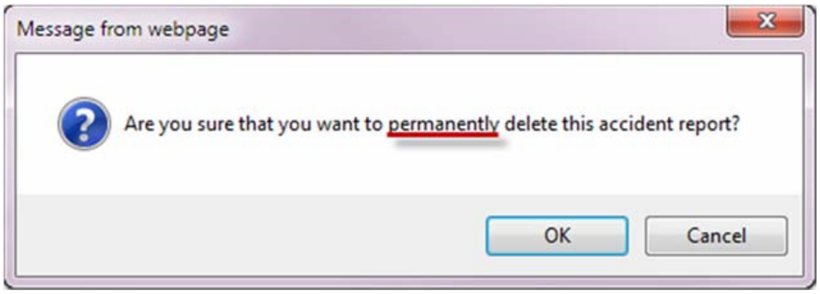
Step	Action
1	Locate the report to request an extension in your dashboard.
2	Click the icon
3	On the Extension Request screen, select a new due date or enter the new due date into the date box.
4	Enter the reason/justification for the extension request.
5	Optional step: Attach a file by: 1. Enter a description of the attachment. 2. Click Select to locate the file to attach. 3. Click Attach.
6	Click Submit... to submit the report to the U.S. Army Combat Readiness/Safety Center. **Result**: An email is sent to the US Army Combat Readiness/Safety Center as notification of the extension request.
7	When the request is granted, the due date will update on the report.

3.9 Delete a Report

Reports can be deleted if they are no longer valid and the Delete Report icon is active. It is important to stress, however; this is a permanent delete and cannot be undone.

Delete Report Icon

Follow the steps below to delete a report:

Step	Action
1	Locate the report to delete.
2	Click .  **Result**: The delete confirmation message displays.
3	Click OK to delete the report.

3.10 Review a Report – Simplified Submission

3.10.1 Simplified Submission – Ground Report

If you have been identified as a reviewer, you will be notified by email that the report is ready for your review. The email will include a hyperlink to the report. The report will also display on your dashboard in the Reviewer – For My Review node. To review the report click on the link (if the link is not clickable, copy and paste it into the URL window in your browser), this will take you directly to the reviewer task page OR click the review icon on your dashboard for this report.
NOTE: Reports that you have started your review but not completed will be located in the "I'm Reviewing" node on your dashboard.

The review process is a multi-step process to be completed from the Reviewer Task page. Follow the steps below to complete your review.

You must complete the last step "Finish" before the report will move to the next review level.

Step	Action
1	**View Form** The first step is to review the form. You can scroll through each page of the form including any attachments that have been added OR you can click [Open in Another Window] to view a larger version of the PDF. Notes You must return to the browser window where you opened the reviewer task page to complete your review
2	**Signify Concurrence** In step 2 you will have 3 choices: • **I Concur** - Upon your concurrence you will have the option to select the next required reviewer, select persons for courtesy copy or send the report to the CRC. Comment box is available for comments. • **I DO NOT Concur**... - COMMENTS REQUIRED – Upon your non-concurrence the report will be returned to the submitter with your comments for action. • **I am not the appropriate reviewer -** If a report has been mistakenly sent to you for review, you will answer with this selection, which will return the report to the previous reviewer. Comment box is available for comments. After making a selection and entering comments if applicable (comment are required if you non-concur), you will signify your role as Command Review or Safety Office Review. Signifying your role is optional but be aware if you do not signify your role, your name will not appear on the form in blocks 44 or 45. Click [Step 2 Complete] to move to the next step.

<table>
<tr>
<td>3</td>
<td>
Submit to CRC or Further Review

In Step 2 if you selected “I DO NOT Concur…”, the submitter’s name will be automatically populated in the reviewer list. You will not have the ability to add courtesy copy recipients. Once you complete Step 4, the rejected report will go back to the submitter.
In Step 2 if you selected “I am not the appropriate reviewer…”, the information for the reviewer that added you as a reviewer will be populated in the reviewer list. You will not have the ability to add courtesy copy recipients. Once you complete step 4, the report will go back to the previous reviewer and they will be notified that they must add another reviewer.
In Step 2 if you selected “I Concur” you will have 2 options:

Add Reviewer and Optional CC
Send to CRC and Add Optional CC

Add Reviewer and Optional CC
If you have reviewed a simplified submission report in the past, your selection will be automatically populated along with the reviewers that you used in the last simplified submission report that you reviewed.
The reviewer or cc recipients can be removed by clicking ✖ next to the individual’s name.
If the reviewer is not pre-populated or has been deleted, enter the name of the reviewer in the Find User text box and after confirming that this is the appropriate reviewer, click [Save Reviewer/Recipient...]. The reviewer will be added to the list (only one reviewer is allowed).

Send to CRC and Add Optional CC
If you want the report to go to the CRC for finalization rather than having it go to another reviewer, click [Send to CRC and Add Optional CC]. The CRC’s information will be populated in the reviewer list and you can add courtesy copy recipients if needed.
</td>
</tr>
<tr>
<td>4</td>
<td>
Finish
Once the reviewer has been established, Step 4 Finish will become available.

Click [I'm Finished - Submit the Report...] to complete your review and send the report.

You <u>must</u> complete this step no matter your selection in Step 2. If this step is not completed, the report will remain in your dashboard for your review.
</td>
</tr>
</table>

3.10.2 Simplified Submission – Aviation Report

If you have been identified as a reviewer, you will be notified by email that the report is ready for your review. The email will include a hyperlink to the report. The report will also display on your dashboard in the Reviewer – For My Review node. To review the report click on the link (if the link is not clickable, copy and paste it into the URL window in your browser), this will take you directly to the reviewer task page OR click the review icon on your dashboard for this report.

The review process is a multi-step process to be completed from the Reviewer Task page. Follow the steps below to complete your review.

You must complete the last step "Finish" before the report will move to the next review level.

Step	Action
1	**View Form** The first step is to review the form. You can scroll through each page of the form including any attachments that have been added OR you can click Open in Another Window to view a larger version of the PDF. Notes You must return to the reviewer task page to complete your review
2	**Signify Concurrence** In step 2 you will have 3 choices: • **I Concur** - Upon your concurrence you will have the option to select the next required reviewer, select persons for courtesy copy or send the report to the CRC. Comment box is available for comments. • **I DO NOT Concur**... - COMMENTS REQUIRED – Upon your non-concurrence the report will be returned to the submitter with your comments for action. • **I am not the appropriate reviewer -** If a report has been mistakenly sent to you for review, you will answer with this selection, which will return the report to the previous reviewer. Comment box is available for comments. After making a selection and entering comments if applicable (comment are required if you non-concur), you will signify your role as Unit Commander / Reviewing Official, Approving Authority or None of the Above. Indicating your role is <u>mandatory</u> for Class C and above. Indicating your role is optional for Class D, E or F. But be aware if you do not signify your role, your name will not appear on the form in block 26. Click Step 2 Complete to move to the next step.

Step	
3	**Submit to CRC or Further Review**

- In Step 2 if you selected "**I DO NOT Concur…**", the submitter's name will be automatically populated in the reviewer list. You will not have the ability to add courtesy copy recipients. Once you complete step 4, the rejected report will go back to the submitter.

- In Step 2 if you selected "**I am not the appropriate reviewer…**", the information for the reviewer that added you as a reviewer will be populated in the reviewer list. You will not have the ability to add courtesy copy recipients. Once you complete step 4, the report will go back to the previous reviewer and they will be notified that they must add another reviewer.

- In Step 2 if you selected "**I Concur**" you will have 2 options:
  - Add Reviewer and Optional CC
  - Send to CRC and Add Optional CC

Add Reviewer and Optional CC
If you have reviewed a simplified submission report in the past, your selection will be automatically populated along with the reviewers that you used in the last simplified submission report that you reviewed.

The reviewer or cc recipients can be removed by clicking ✖ next to the individual's name.
If the reviewer is not pre-populated or has been deleted, enter the name of the reviewer in the **Find User** text box and after confirming that this is the appropriate reviewer, click [Save Reviewer/Recipient...]. The reviewer will be added to the list (only one reviewer is allowed)

Send to CRC and Add Optional CC

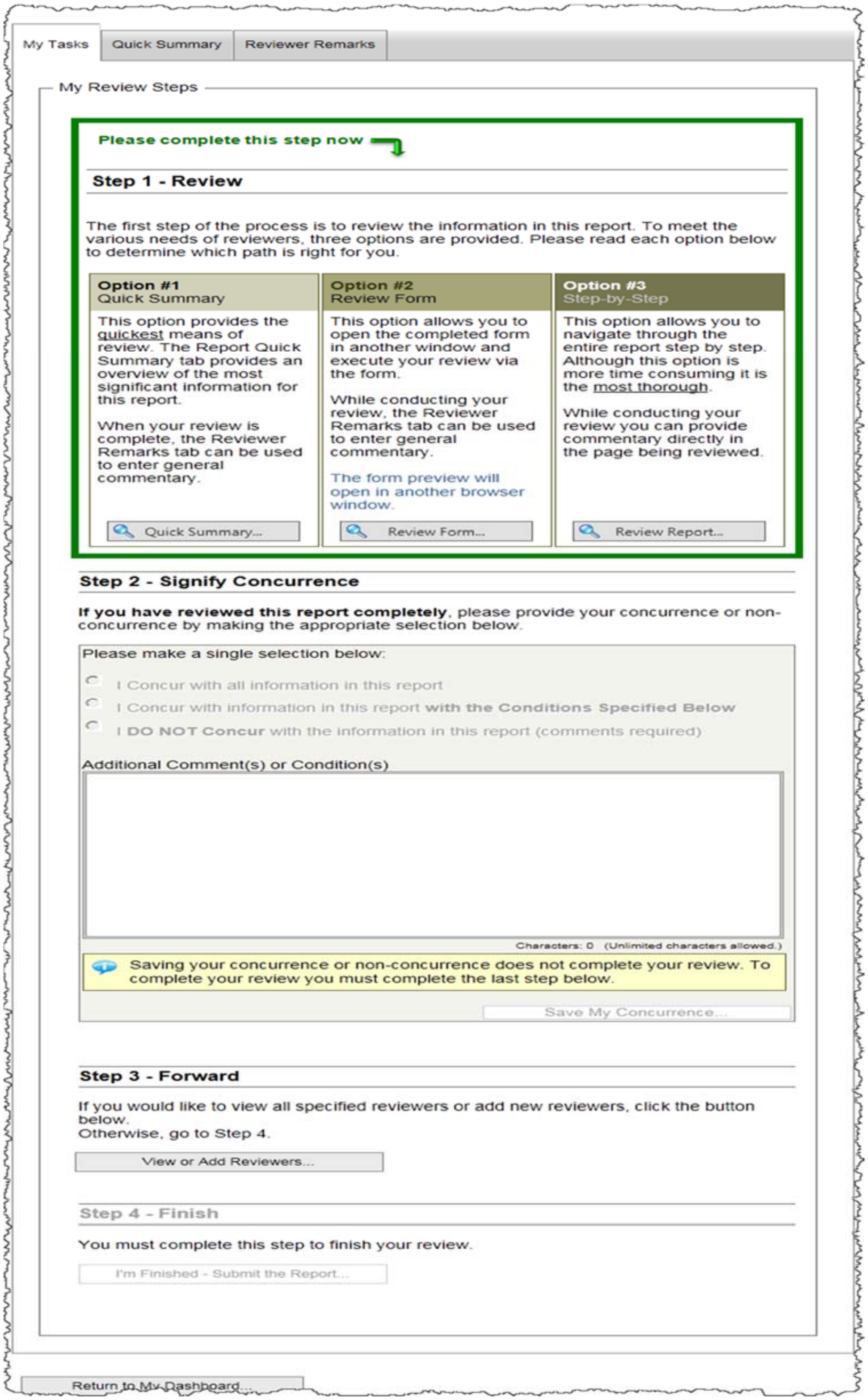
For Aviation Class C and Above accidents, sending to the CRC is only an option if the report has been signed by at least 1 Unit Commander / Reviewing Official AND at least 1 Approving Authority. The Send to the CRC button will be disabled if this requirement has not been met.

If you want the report to go to the CRC for finalization rather than having it go to another reviewer, and the button is available, click [Send to CRC and Add Optional CC].
The CRC's information will be populated in the reviewer list and you can add courtesy copy recipients if needed.

4	**Finish** Once the reviewer has been established, Step 4 Finish will become available. Click I'm Finished - Submit the Report... to complete your review and send the report. You <u>must</u> complete this step no matter your selection in Step 2. If this step is not completed, the report will remain in your dashboard for your review.

3.11 Review a Report – Original Submission

If you have been identified as a report reviewer, you will be notified by email that the report is ready for review. The email will include a hyperlink to the report.
The review process is a multi-step process. As you complete each step the Reviewer Task screen will display a green checkmark to indicate you have completed this step.



Reviewer Task Screen

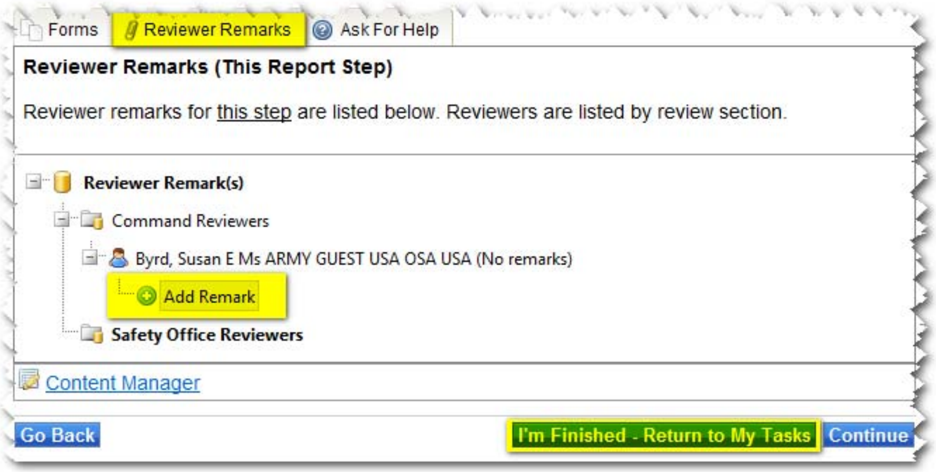
Follow the steps below to review a report.

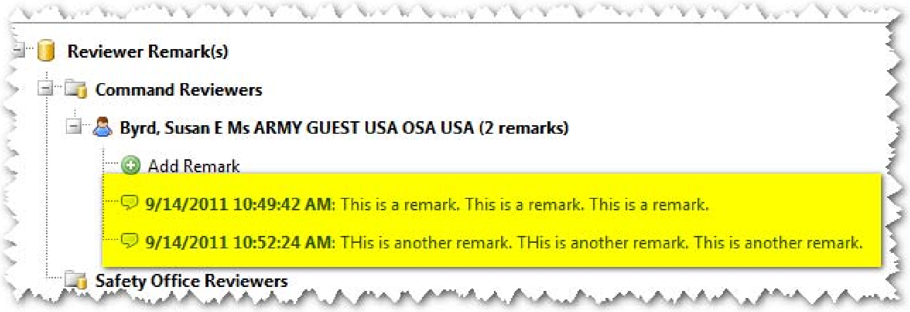
Step	Action
1	Open the email notification and click the hyperlink to the report. **Sample email text**: To review this report, click the link below. You will be required to login to ReportIt. https://reportit.safety.army.mil/Pages/ReviewerSummary.aspx?i=6677736a4472625372786a4676716c736c6b503842773d3d **NOTE: If clicking the link does not work, copy the entire address and paste it into your browser's address bar.** OR From your dashboard under the Reviewer section, click on the For My Review node. The reports that are ready for your review are listed to the right, click on the icon. **Result:** The *Supervisory/Command Reviewer Tasks* screen displays. NOTE: Reports that you have started your review but not completed will be located in the "I'm Reviewing" node on your dashboard.
2	Select a Review Option. **Option 1 Quick Summary**: This option provides the quickest means of review. The Report Quick Summary tab provides an overview of the most significant information for this report. **Option 2 Review Form**: This option allows you to open the completed form in another window and execute your review via the form. **Option 3 Step-by-Step**: This option allows you to navigate through the entire report step by step. Although this option is more time consuming it is the most thorough.
3	To review using Option 1 Quick Summary: • Click Quick Summary... • Review the information presented • Click My Tasks tab **OR** To review using Option 2 Review Form: • Click Review Form... • The forms will open in another browser window for your review After completing your review close the form browser window and return to the reviewers page **OR** To review using Option 3 Step-by-Step: • Click Review Report... • You will be taken to the report Overview page • Navigate through the report to review using Continue, Tabs or the Checklist • Add remarks as needed (See Add Reviewer Remarks) • When you have completed your review, click I'm Finished - Return to My Tasks

4	After completing your review and you have returned to the *Reviewer Tasks* screen, signify your concurrence/non-concurrence by selecting one of the three options: • I concur with all information in this report • I concur with information in this report with the Conditions Specified Below • I do not concur with the information in this report (comments required)
5	If you select I concur with the information in this report with the Conditions Specified Below OR I do not concur with the information in this report, you must enter additional comments. Otherwise, the additional comments are optional.
6	Click Save My Concurrence... Note: This button must be clicked no matter your selection from step 4 above.
7	If you want to view the report reviewers or add additional reviewers to the report, under Step 3 – Forward, click View or Add Reviewers... See 3.4 Submit a Report for more information on adding reviewers
8	When you have completed your review and saved your concurrence/non-concurrence, click I'm Finished - Submit the Report... Note: This button must be clicked no matter your selection from step 4 above.

3.11.1 Add Reviewer Remarks

While reviewing a report using Option 3: Step-by-Step you can add remarks to the report.

Step	Action
1	Click the **Add Remark** button at the bottom of the report page as needed. Remarks remain with the page and section they are created in. 
2	Enter remarks and then click Save Remarks... . 

Step	Action
	Results: The remarks display in the Reviewer Remark(s) at the bottom of the page in chronological order. The number of remarks by each review displays in parenthesis by their name. 
3	Click I'm Finished - Return to My Tasks to return to the *Reviewer Task* screen.

When you click I'm Finished - Return to My Tasks, the report is forwarded to the next reviewer (or back to the submitter if you are a Primary Reviewer who rejected the report).

Chapter 4: ReportIt Tools

ReportIt is equipped with tools to assist you in working effectively in the application. This chapter will assist you in using some of these tools efficiently.

At the end of this chapter, you should be able to:

- ✓ Create a discussion/topic using C0llaboration
- ✓ Flag a report
- ✓ Display code values or change your field list settings
- ✓ Attach a Document

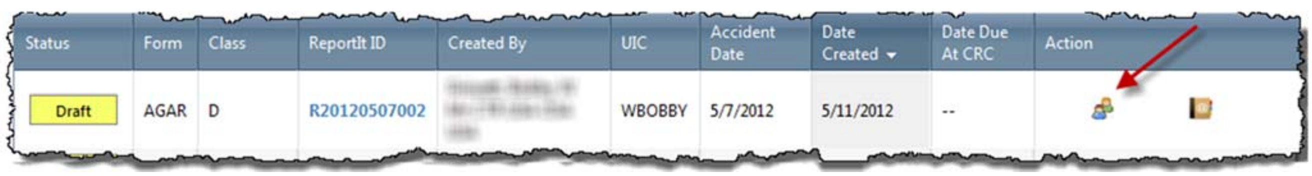
4.1 Collaboration Tool

4.1.1 For Investigation Board

The Collaboration tool is a way for board members to privately exchange information during and after the report creation process. Discussions are retained with the report and visible only to members of the investigation board for that report.

Components of Collaboration:

1. **Collaboration Summary -** A summary of the discussion topics in the report.
2. **Collaboration** – User clicks this tab in the active report page to create/edit a discussion topic.



Access Collaboration Summary from your Dashboard

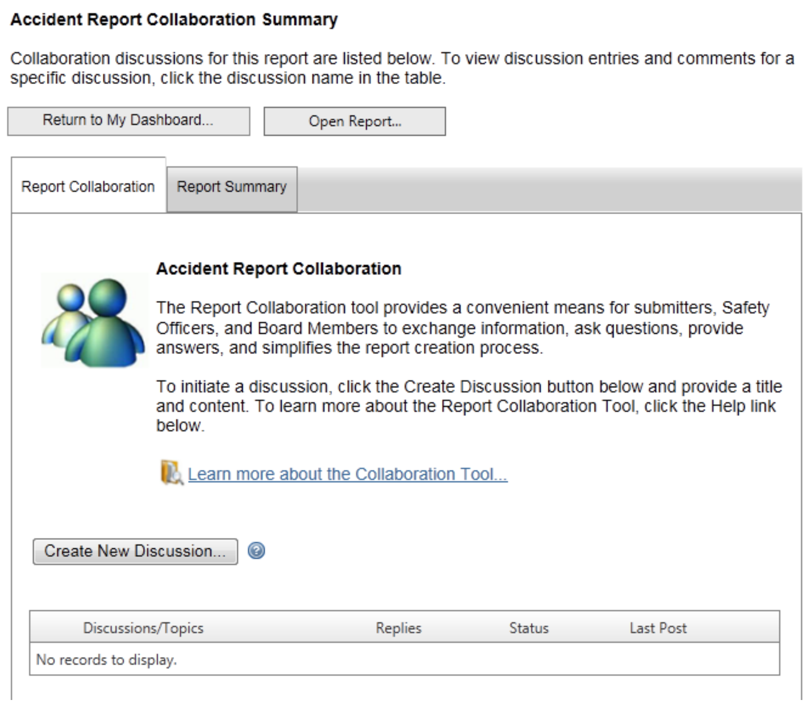
4.1.2 Create a Discussion/Topic from the Dashboard

When you create a discussion/topic from the Dashboard for a report, you are not making an association to a specific report page. All discussion topics are viewable in the Investigation Board Member Collaboration summary list, no matter where created.

Follow the steps below to view the Investigation Board Member Collaboration summary and create a new discussion topic from your Dashboard.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Locate the report for collaboration in your Dashboard.</td></tr>
<tr><td>2</td><td>Click .

Result: The Collaboration Summary screen displays.

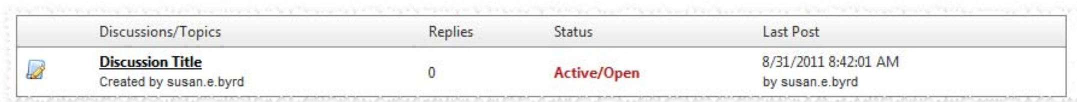


From here you can:
Return to My Dashboard
Open Report...
Create Discussion Topic</td></tr>
<tr><td>3</td><td>Click Create New Discussion... .</td></tr>
<tr><td>4</td><td>Complete the required fields:
Discussion Title
Content (question, comment or reply)</td></tr>
</table>

5

Click Save Discussion/Question.

Result: The new discussion displays in the Collaboration list. A discussion created here can only be viewed from the Collaboration Summary view by investigation board members.

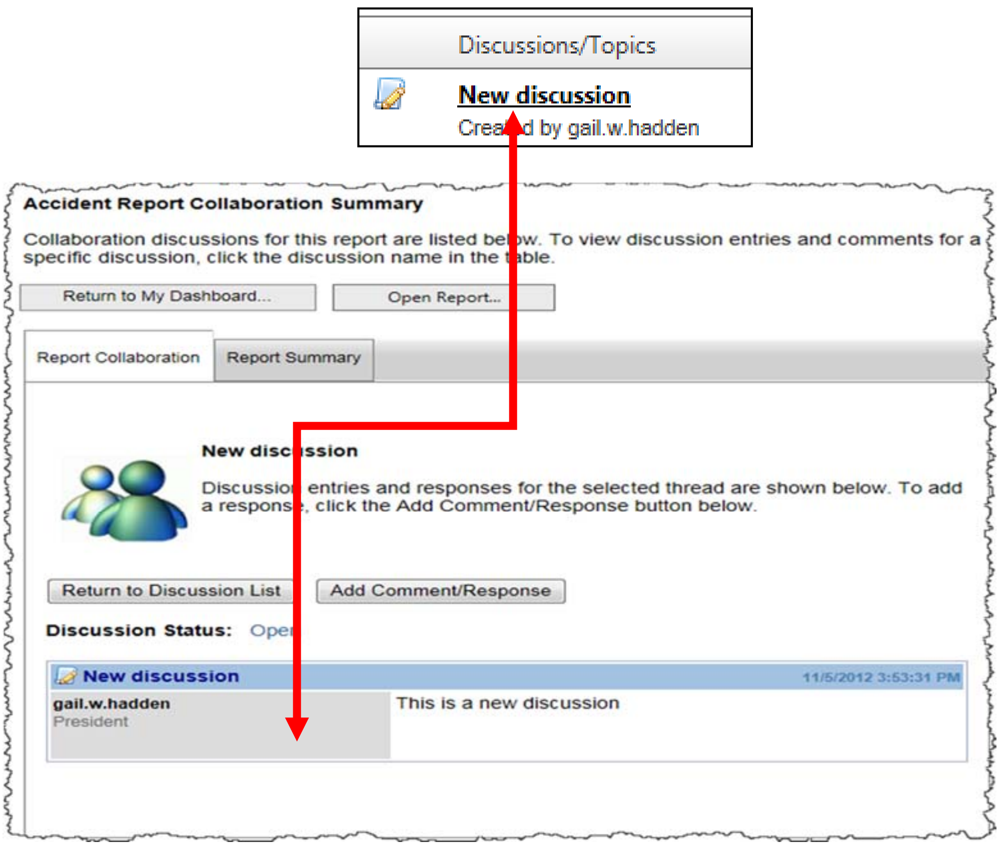


Components of the Collaboration List:

Discussion Topic Title: Hyperlink that opens the discussion.
Replies: Displays the number of replies to the discussion
Status:
Last Post: The date, time and by whom the last post on the discussion topic.

6

Click the Discussions/Topics name link to display the discussion topic.

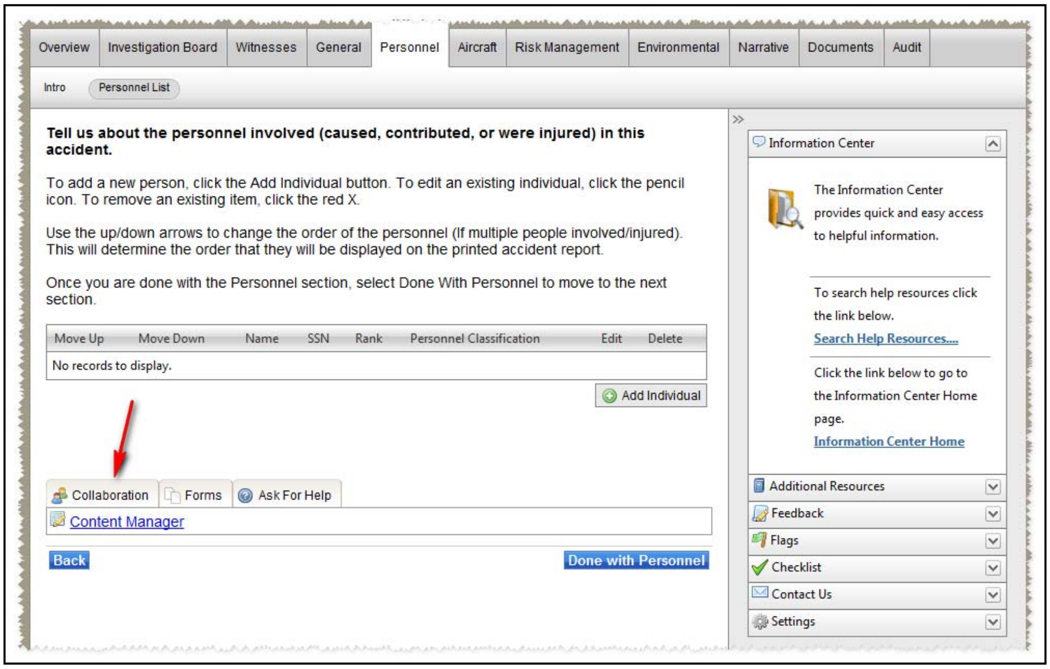


From here you can:

- Return to My Dashboard...
- Open Report...
- Return to Discussion List
- Add Comment/Response
- Close this Thread

4.1.3 Create a Discussion/Topic from a Report Page

You can associate a discussion/topic to a specific page in ReportIt. Creating a discussion topic within a report page, such as Personnel or Environmental, will display in the Collaboration Summary as well.

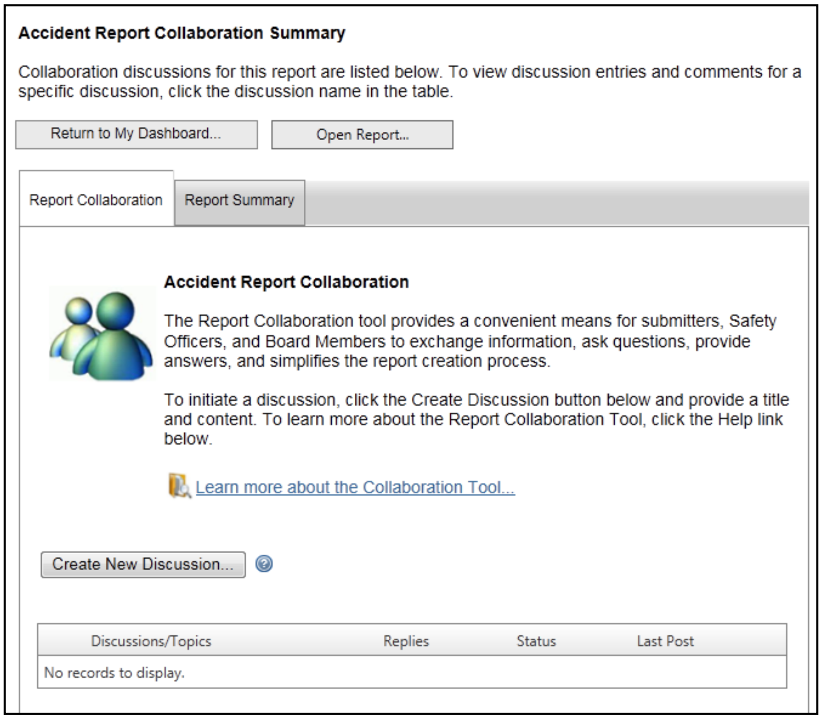


Collaboration from a ReportIt Page

Follow the steps below to create a collaboration discussion topic within a report page.

Step	Action
1	Locate the report for collaboration in your *Dashboard* and open to the desired page to create a discussion topic.
2	Click the Collaboration tab at the bottom of the screen page. **Result**: The *Accident Report Collaboration Summary* view displays.
3	Click Create New Discussion... .

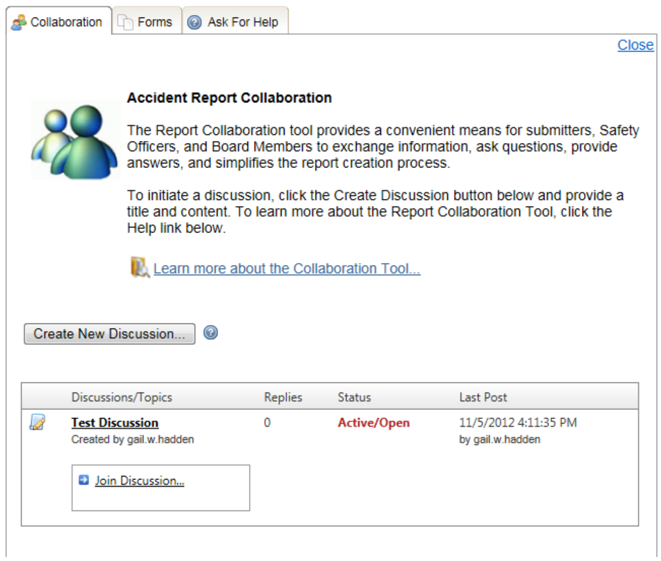
Step	Action
4	Complete the required fields.



<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5</td><td>

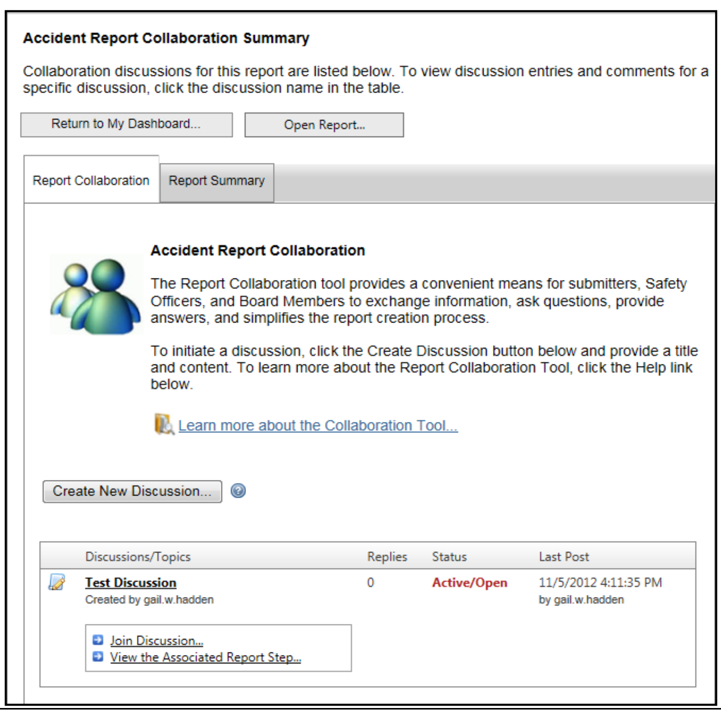
Click Save Discussion/Question .

Result: The new discussion displays in the collaboration list. A discussion created here is viewable from the Collaboration Summary view.



</td></tr>
<tr><td>6</td><td>

Click View Report Collaboration Summary to navigate to the collaboration summary of all discussion topics for this report.

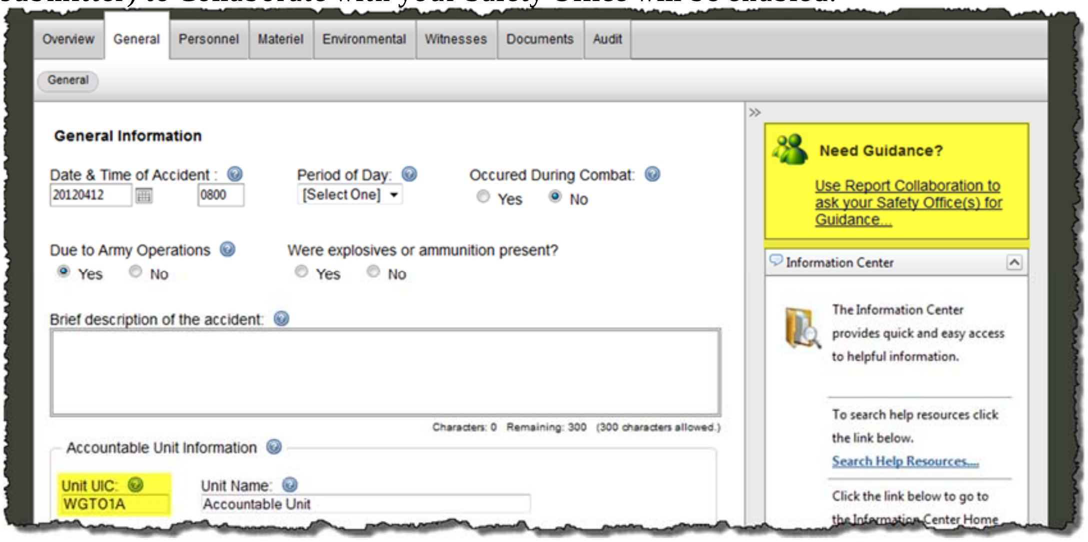


</td></tr>
</table>

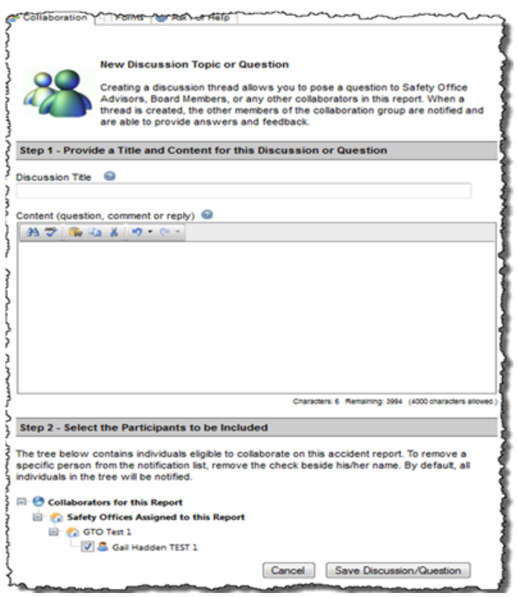
4.2 Collaboration Tool for Submitter / Safety Office

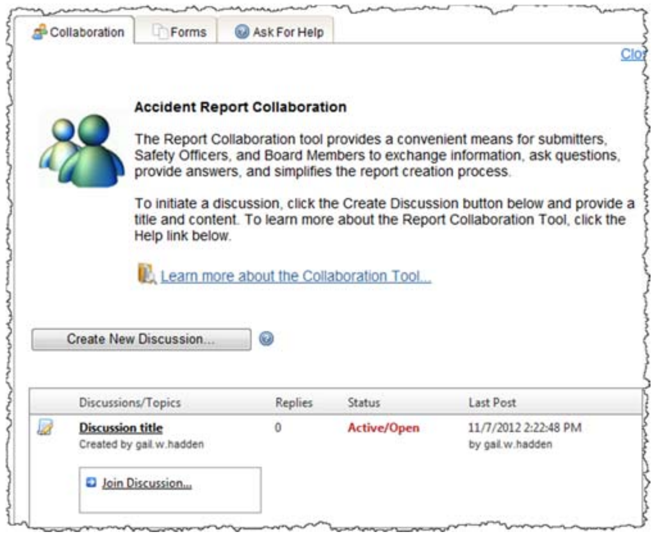
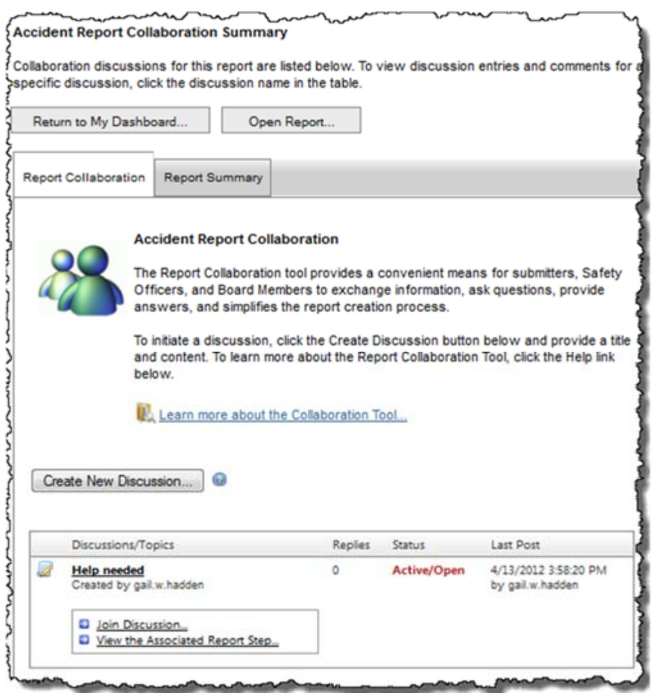
4.2.1 Initiated by the Report Submitter

Once you have entered the accountable UIC into the report AND that UIC is tied to a Safety Office within the Safety Office Console (see Appendix B – The Safety Office Console) the ability for you (the submitter) to Collaborate with your Safety Office will be enabled.



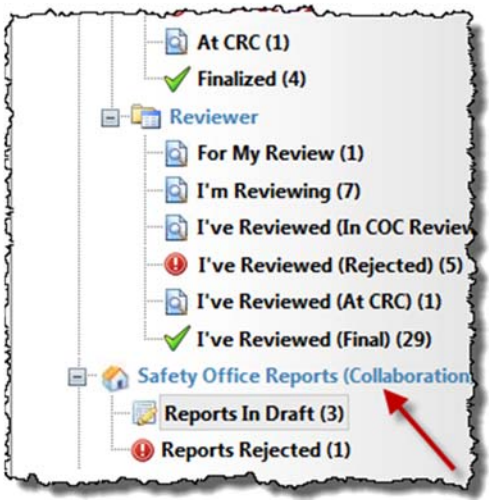
To initiate the Collaboration, click the link "Use Report Collaboration to ask your Safety Office(s) for Guidance" then follow the steps below:

Step	Action
1	Under the Collaboration tab located at the bottom of the page, Click Create New Discussion... .
2	Enter the Discussion Title, Content / Question and select the participants to include in the discussion. 

Step	Action
3	Click Save Discussion/Question . **Result**: The new discussion displays in the collaboration list. A discussion created here is viewable from the Collaboration Summary view and the Safety Officer will be notified via email of this new discussion. 
4	Click View Report Collaboration Summary to navigate to the collaboration summary of all discussion topics for this report. 

4.2.2 Initiated by a Safety Officer

Once the report submitter has entered the accountable UIC into the report AND that UIC is directly under your Safety Office purview (see Appendix B – The Safety Office Console) the report will display in your dashboard under the **Safety Office Reports (Collaboration) – Reports In Draft** section.

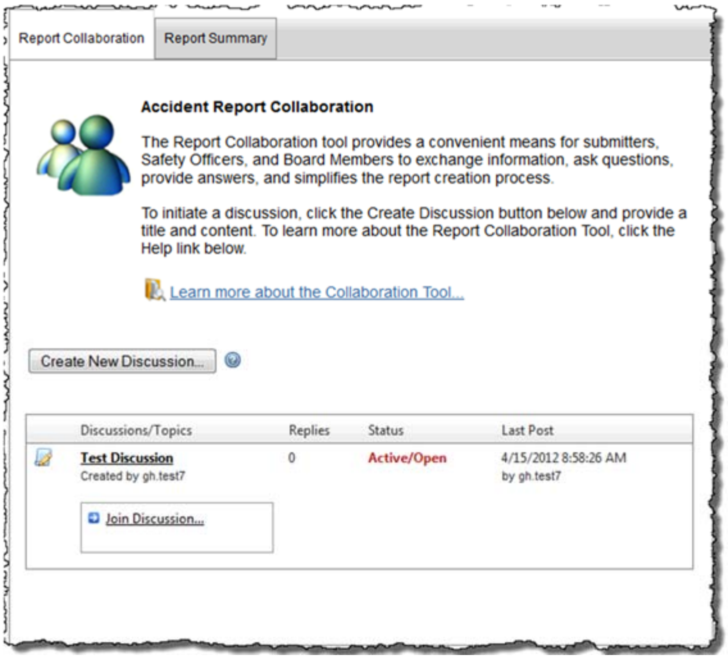


Notes

Reports will display for the Safety Officer based on their permissions in the Safety Office Console (i.e. in order for a Class D to display, they must be set up as a Primary Reviewer and they must be set up to receive Class D reports.)

To initiate the Collaboration, click the Collaboration Tool icon then follow the steps below:

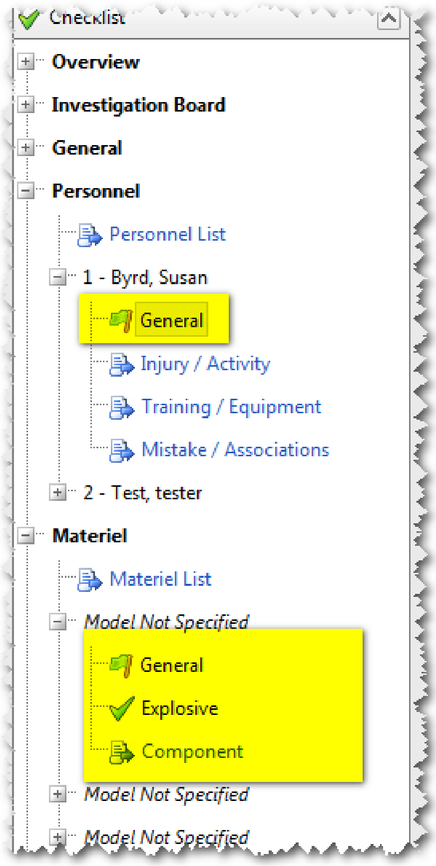
Step	Action
1	Under the Report Collaboration tab Click Create New Discussion... .
2	Enter the Discussion Title, Content / Question and select the participants to include in the discussion. 

Step	Action
3	Click Save Discussion/Question. **Result**: The new discussion displays in the collaboration list and the submitter will be notified via email of this new discussion. 

4.3 Using the Checklist

The Checklist is a ReportIt navigation tool. You can use the Checklist in the Expert or Guided mode.

The Checklist is dynamic and updates by the information provided in the report. As information is completed for the report, the checklist displays a checkmark next to that view. You can easily navigate to specific screens and views at any time using the checklist.

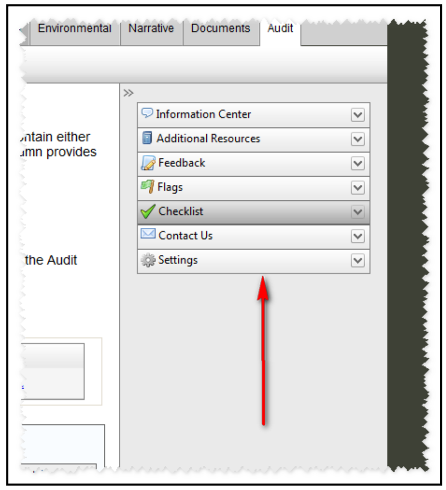
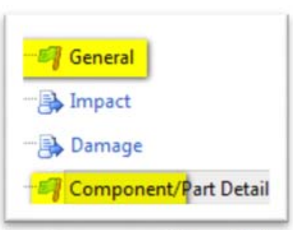


The Checklist also displays areas in the report creation process that you have flagged (see 4.4 Flag a Report Page)

4.4 Flag a Report Page

ReportIt allows you to flag an important step/page in the report creation process for any reason. You are reminded of these flagged pages in the Checklist next to the page name and in the Report Audit in the Steps Flagged view.

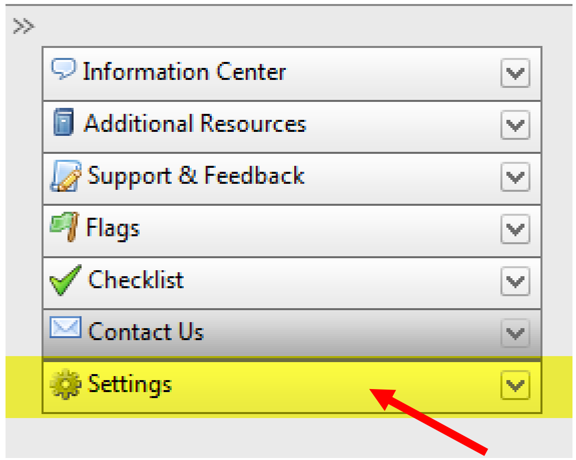
Follow the steps below to flag a page in a report.

Step	Action
1	From an active report, open the ReportIt Sidebar by clicking if needed. 
2	Navigate to the page you want to flag for revisit.
3	Click to open Flags in the Sidebar. **Result**: The **Flag This Page** checkbox displays.
4	Click Flag This Page checkbox.
5	Click Save. **Result**: The flag appears in the **Report Checklist** and in the **Report Audit**.  **Report Checklist**  **Report Audit**

4.5 Display Code Values

By default, the code values for many of the field values do not display. This is an option the user can turn off and on as desired. Once the option to display code values is activated, it will remain on until turned off.

Follow the steps below to display code values.

Step	Action
1	In an active report, open the ReportIt sidebar and click the **Settings** option. 
2	Check ☑ Show Code in Lookups checkbox.
3	Click **the Sort Lookups By:** drop-down list and select **Code**.
4	Click Apply Settings . **Result**: Fields codes will display in list of values that have codes from the PAM 385-40 tables.

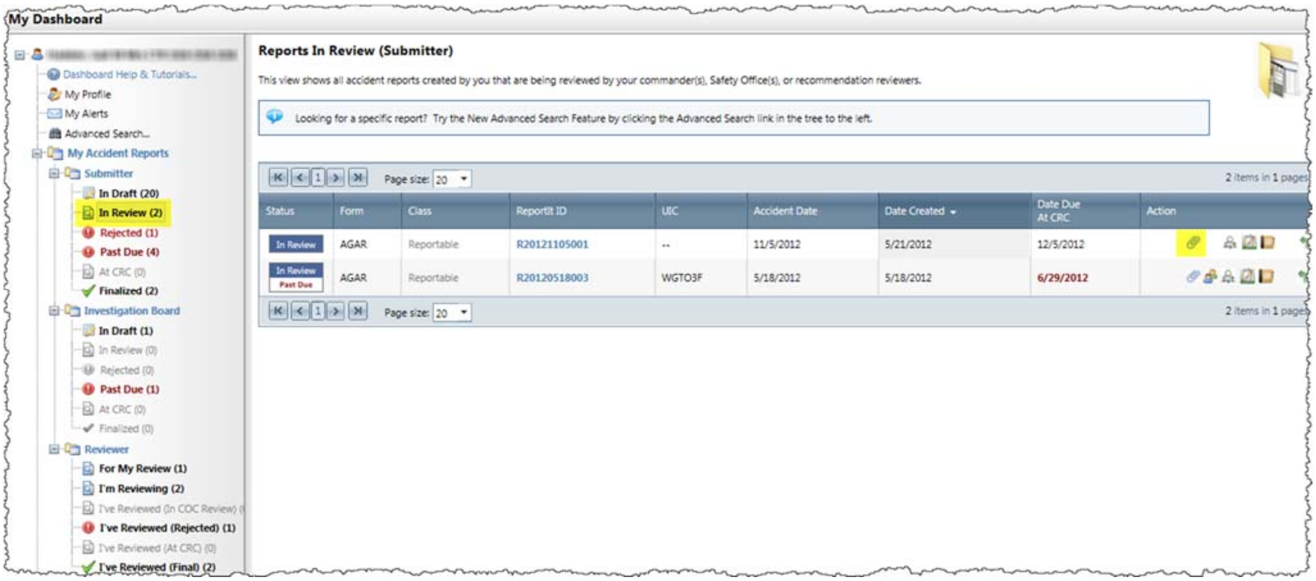
4.6 Attach a Document

A document such as a map, picture, signed witness interview, etc. can be attached during report creation by the submitter See the Document sections of 3.2 Create a Report.
Documents can also be attached after a report has been submitted by the submitter or the reviewers.

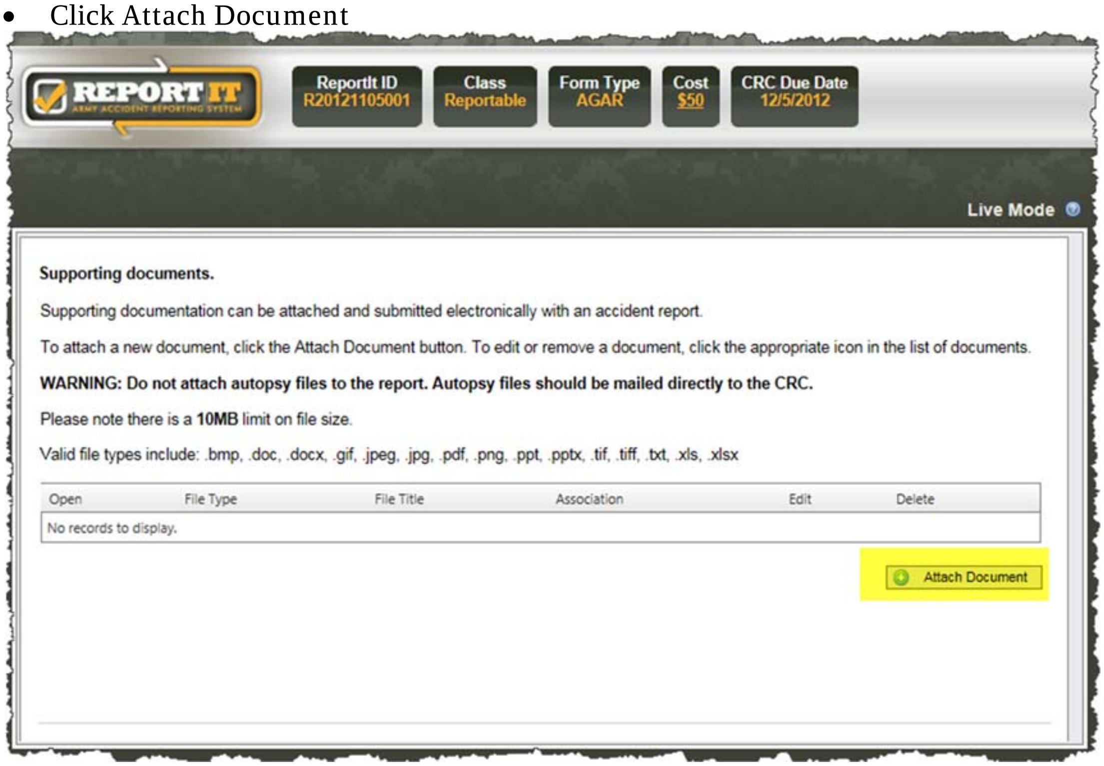
4.6.1 Submitter

The submitter of the report is eligible to attach a document to the report prior to report being submitted for review and while it is in review until it goes to the CRC for Review. To attach a document while the report is in review, follow the steps below.

- From your dashboard click on the Submitter – In Review section and click the attachment icon .



- The Supporting Documents page will open in a separate browser window.
- Click Attach Document



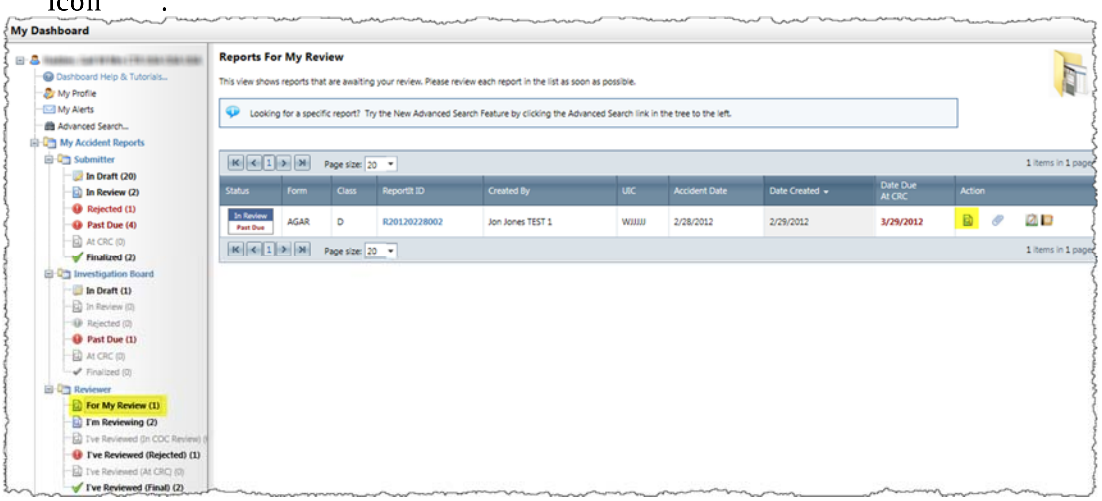
- In the Attach Document section, complete the information and attach the file
- Click Save/Attach

- When all attachments have been added, close the browser window to return to your dashboard.

4.6.2 Safety Office Reviewer with Edit Rights

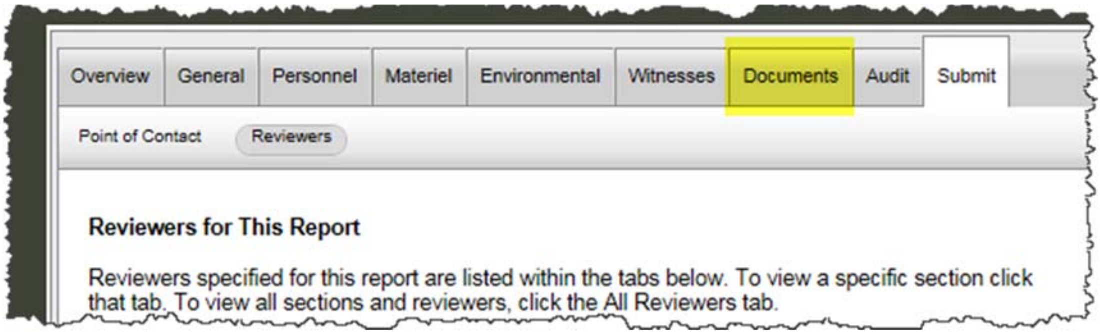
A Safety Office Reviewer with edit rights is eligible to attach a document to the report prior to report being submitted for review (Collaboration Reports) and while they are reviewing the report. To attach a document while you are reviewing a report, follow the steps below.

- From your dashboard click on the Reviewer – For My Review section and click the Review icon .

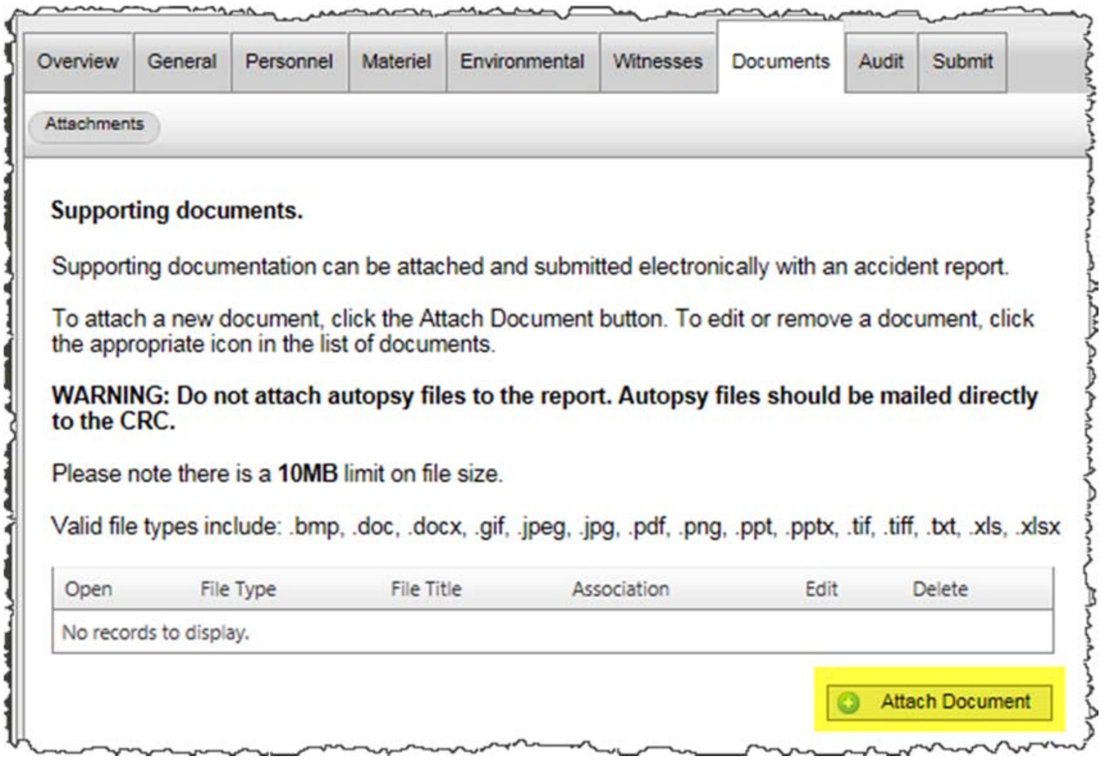


- The Safety Office Reviewer Tasks page will open.
- In Step 1 – Review, under Option #3 – Step-by-Step, click 

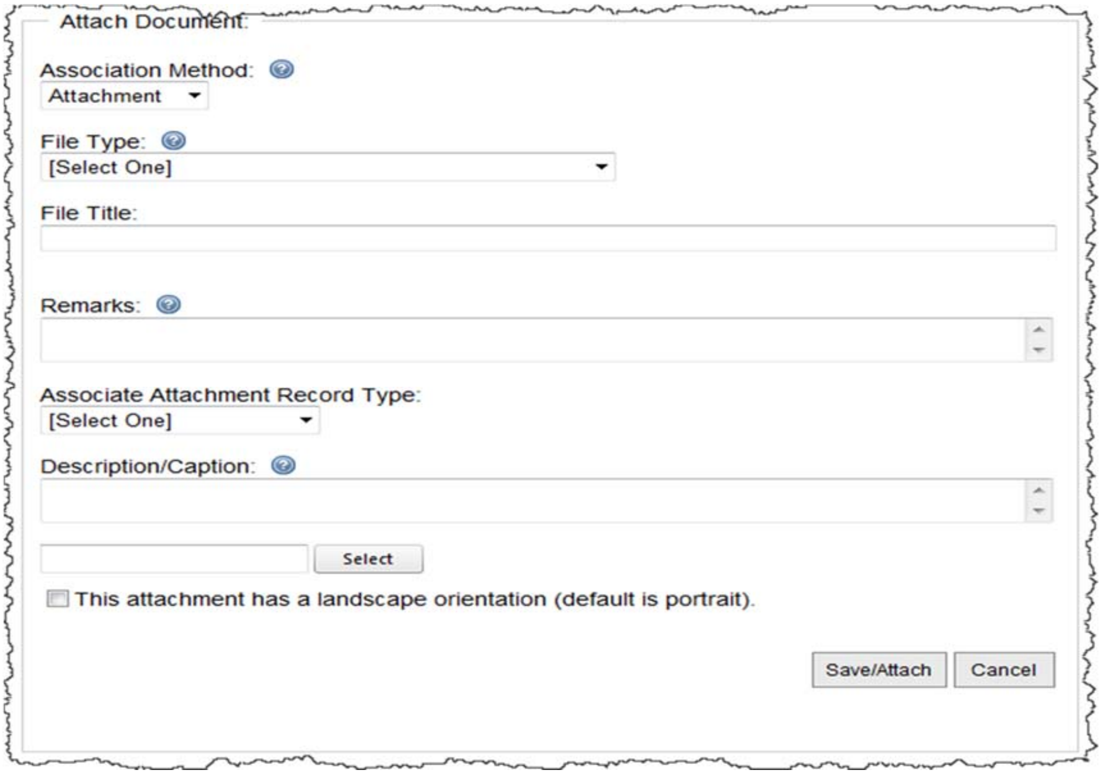
- You will be taken to the Submit tab of the report, click the Documents tab



- The Supporting Documents page will be displayed
- Click Attach Document



- In the Attach Document section, complete the information and attach the file
- Click Save/Attach



- When all attachments have been added and you are finished reviewing the report, click **I'm Finished - Return to My Tasks**
- You will be taken back to the Safety Office Reviewer Tasks page where you can complete your review.

Chapter 5: Getting Help with ReportIt

At the end of this chapter, you should be able to:

- ✓ Understand options in ReportIt for help
- ✓ Request a Feature
- ✓ Take a Survey

5.1 When You Need Help with ReportIt

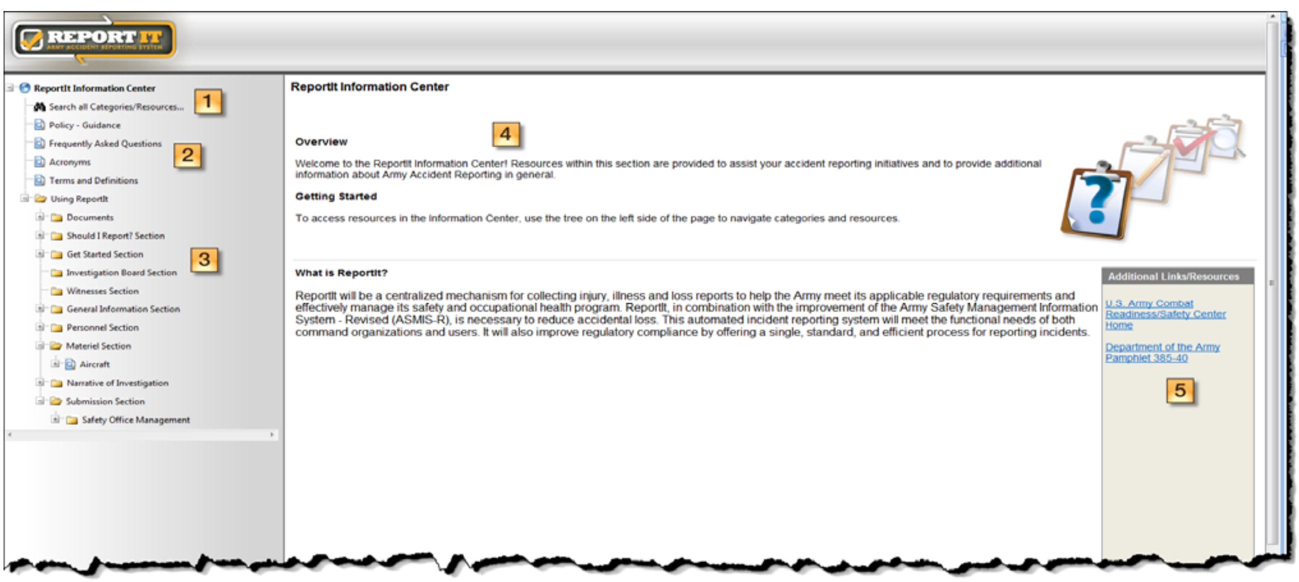
There are a number of ways to get help when working in ReportIt.

1. **Information Center**: A "full-service" center that allows you to search for help on any topic from any screen.
2. **Field control help**: These fields help icons display next to fields to assist you in completing the field accurately.
3. **Additional Resources**: Provides a link to available help topics for the page that is currently active. This feature is screen/topic specific.
4. **Ask for Help tab**: This tab displays at the bottom of your report screen and allows you to create a "help ticket" to get an answer to a question from the ReportIt Support team.

5.2 The Information Center

The Information Center is the first tab in the ReportIt sidebar. Features of the Information Center include:

- Search for help resources
- Open the ReportIt Information Center and peruse all help topics

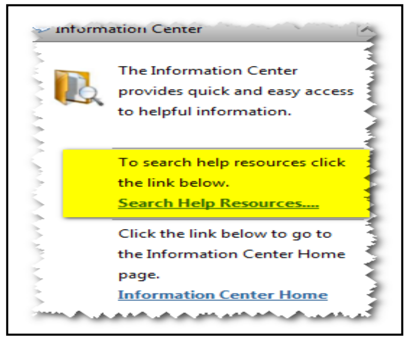


5.2.1 Components of the Information Center

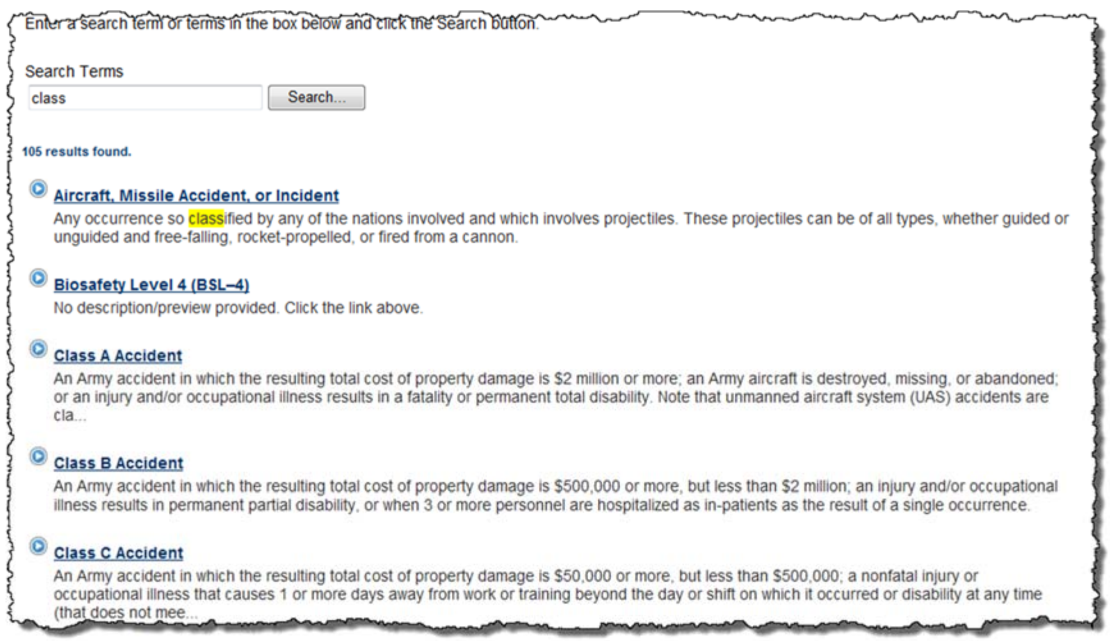
Component	Description
1	**Search All Categories/Resources...** Search for a specific topic, or for all topics that meet the criteria.
2	Supportive documents when creating a report: • Policy – Guidance • Frequently Asked Questions • Acronyms • Terms and Definitions
3	Topics categorized by ReportIt screen. Search for screen-specific help.
4	Overview of the ReportIt Information Center, how to get started, and what is the ReportIt application.
5	Links to additional resources such as US Army Combat Readiness/Safety Center Home and Department of the Army Pamphlet 385-40.

5.2.2 Searching for help in the Information Center

When you click the Search Help Resources... button, the Search the Information Center window opens in a new IE tab. Follow the steps below to search help.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click Search Help Resources… link in the Information Center tab.


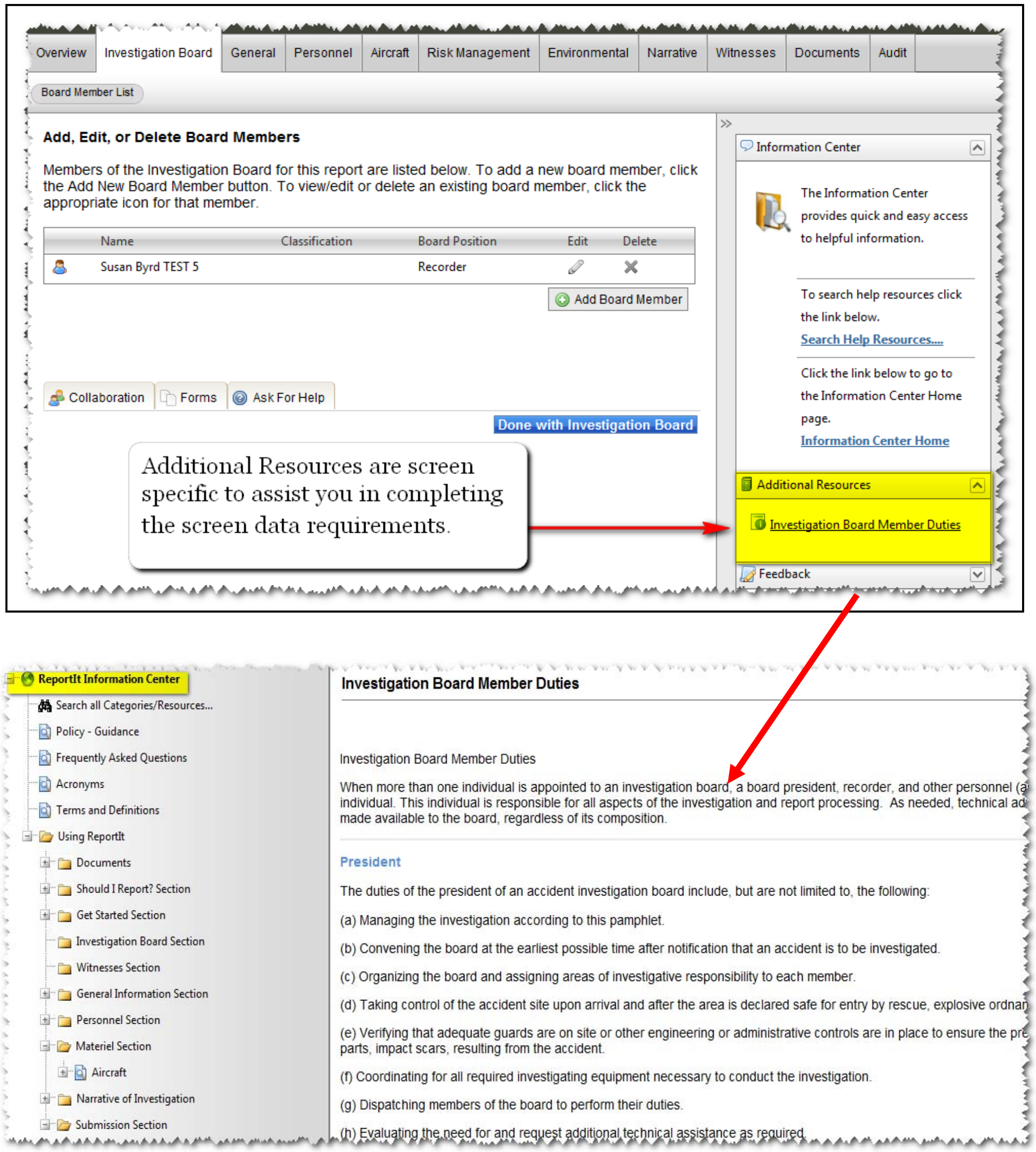
Result: The Search the Information Center window displays in a new IE tab.</td></tr>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>Enter the search text in the Search Terms text box and then click Search... .

Result: Help topics that meet the search criteria display.

</td></tr>
<tr><td>3</td><td>Click the topic name hyperlink to open the help text to review.

Result: The information displays in a new window (tab).</td></tr>
<tr><td>4</td><td>To search for another topic, click the Search All Categories/Resources… button.</td></tr>
</table>

5.3 Additional Resources

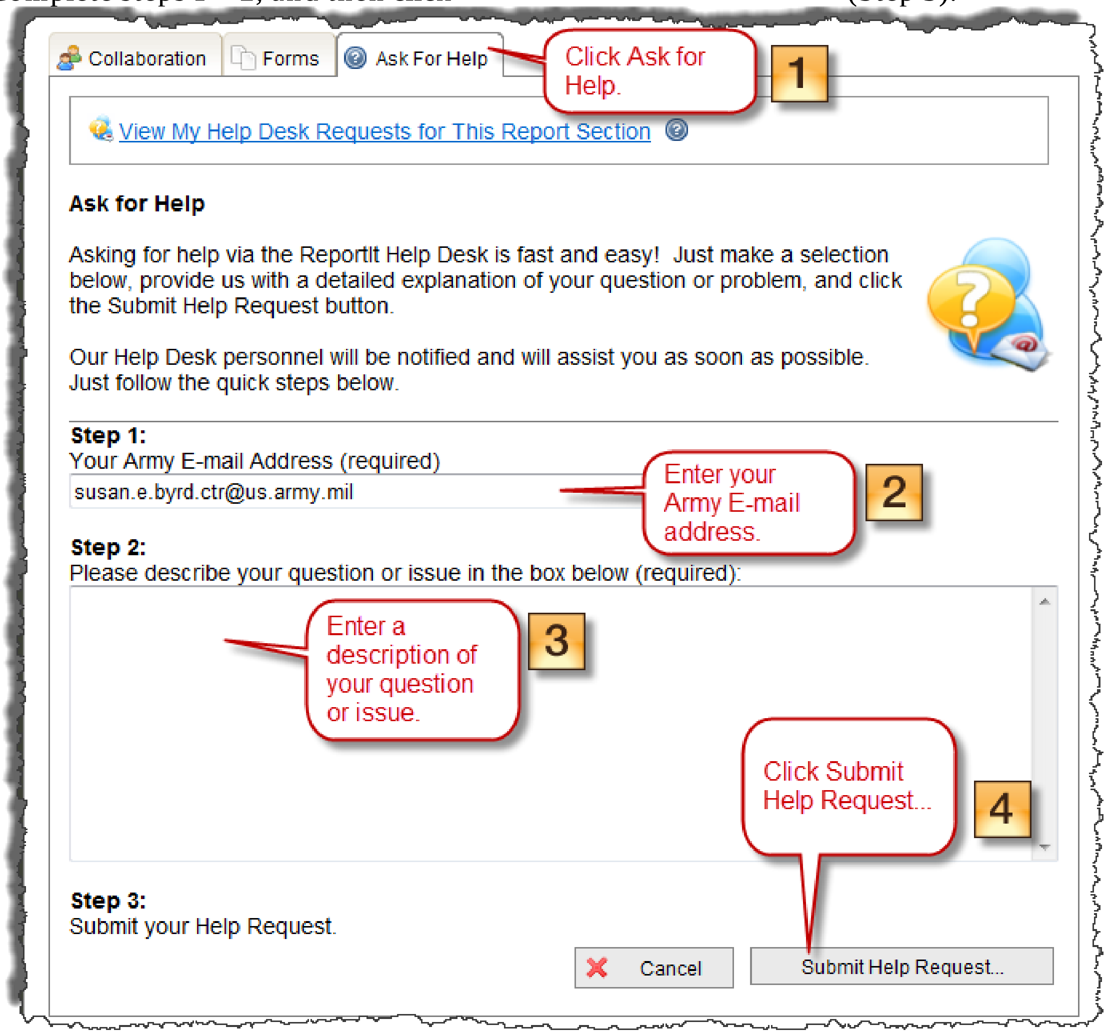
Additional Resources links are screen specific help topics to assist you in completing the fields defined in that screen. When clicked, the link displays the information in the ReportIt Information Center.

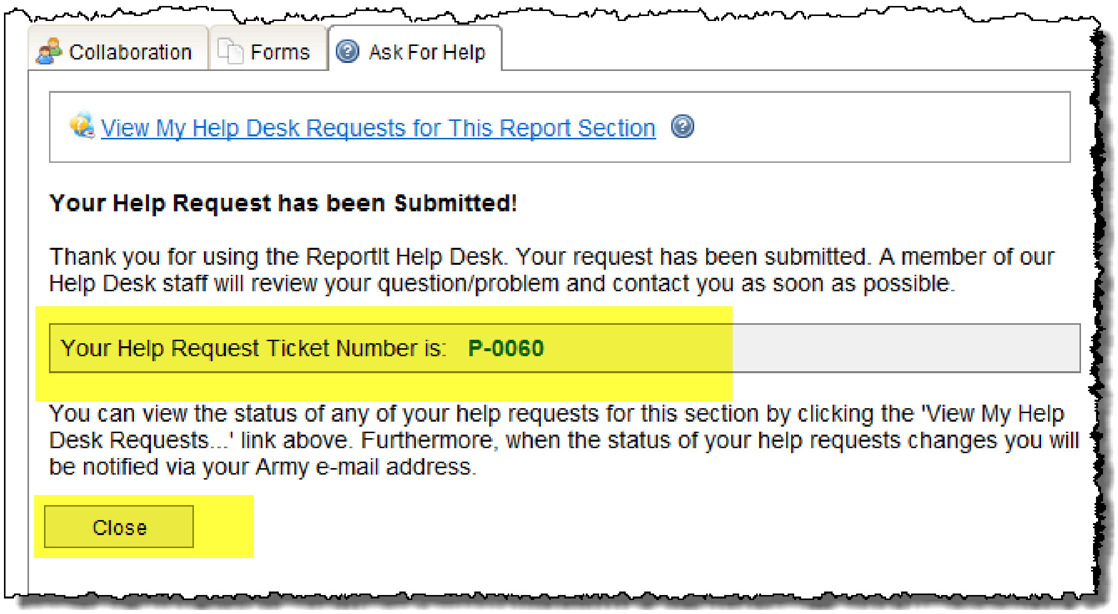


5.4 Ask for Help

The Ask for Help tab displays in the report screens. You find the Ask for Help tab at the bottom of the screen.

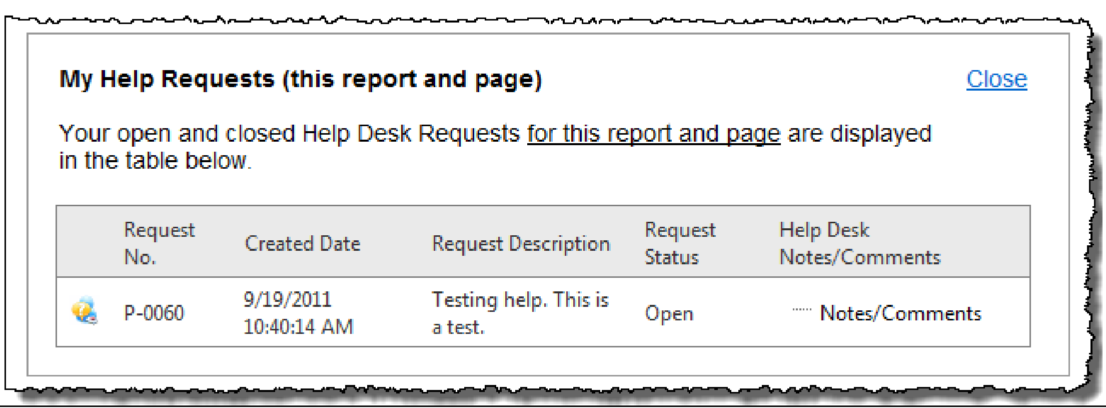
Follow the steps below to use the Ask for Help tab.

Step	Action
1	Create an accident report, or resume a report.
2	Click Ask For Help. **Result**: The **Ask for Help** steps display.
Step	**Action**
3	Complete steps 1 – 2, and then click Submit Help Request... (Step 3). 

Step	Action
4	Click Close in the help request submitted message box.  **Result**: The help request submitted, and a Help Request Ticket Number generated.

Tips

Clicking the **View My Helpdesk Requests for this Report Section** link displays the open and closed help desk requests submitted by you from this screen.

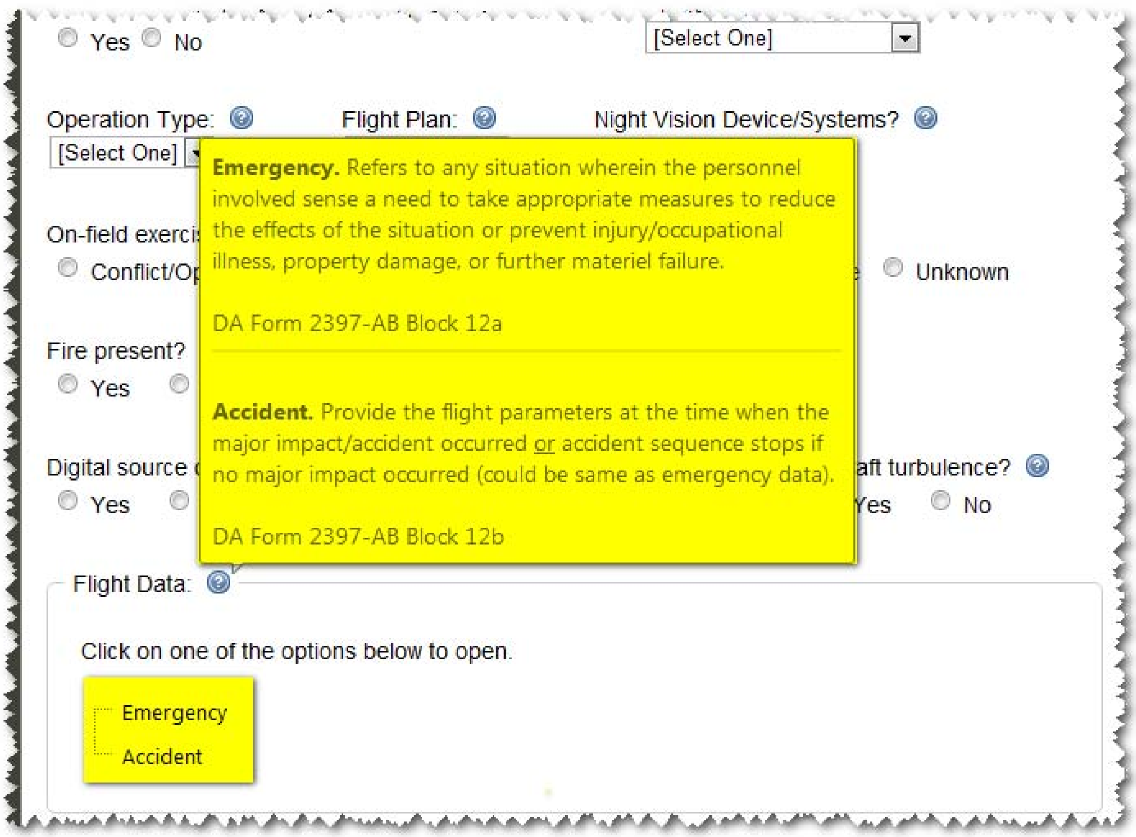


5.5 Field Help Icon

As you enter your accident report information into the ReportIt application, you will see field help icons . The icons provide information in the form of:

- Reference to the DA Pamphlet 385-40 details or form block numbers
- Field definitions
- Examples of data to populate the field

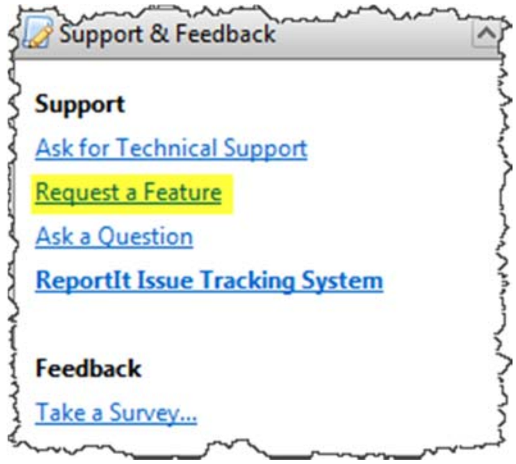
Allow the mouse pointed to hover over the icon to open the field help icon details. The text will display as long as the mouse is hovering over the icon. The help text will disappear when you click away.



Appendix A – Additional Features

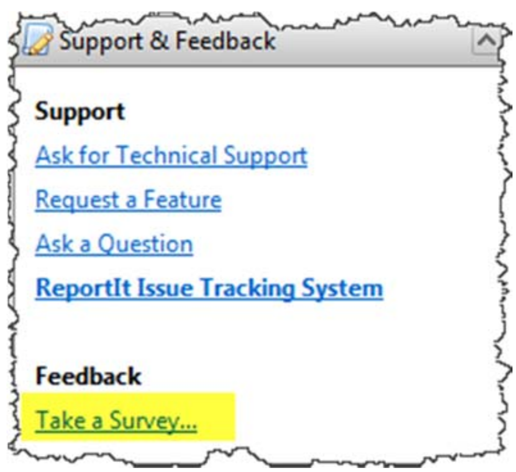
Request a Feature...

If you have a suggestion to improve the ReportIt application, you can send these suggestions to the ReportIt team using *Request a Feature...* link in the **Support & Feedback** section of ReportIt.



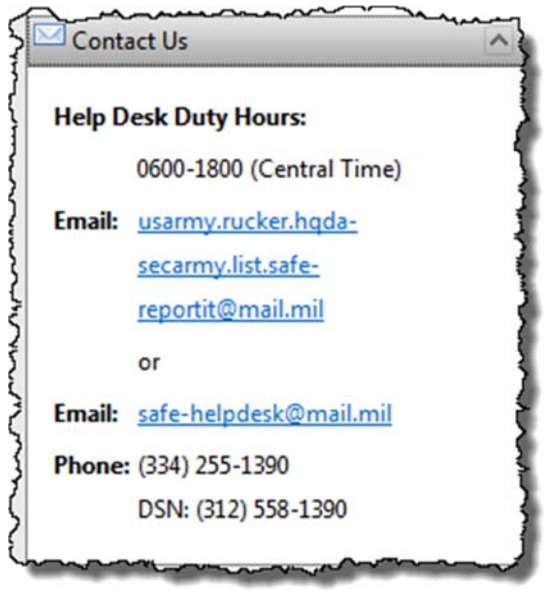
Take a Survey...

It is important for us to learn about your experience working with the ReportIt application. Information you provide can assist us in making needed updates. The survey consists of five (5) questions and an additional remarks field. The survey feature is in the Feedback section of the ReportIt sidebar.



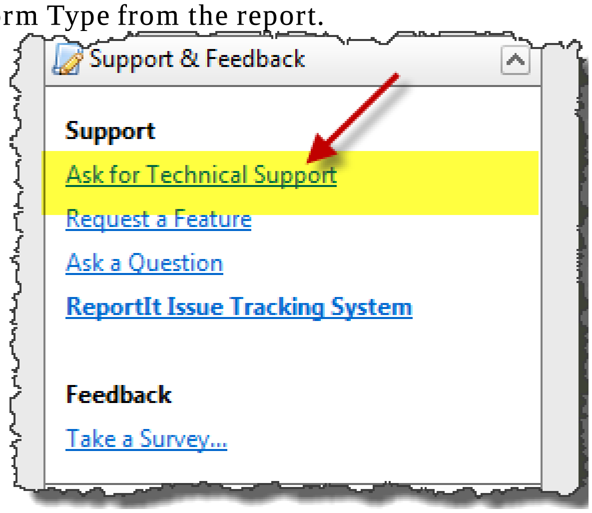
Contact the ReportIt Team

The feature**, Contact us** in the ReportIt sidebar provides the email address and phone numbers to reach the technical ReportIt team. When you click the email link, it creates an email using your default email program to the ReportIt team with technical questions, issues, or concerns about the ReportIt application.

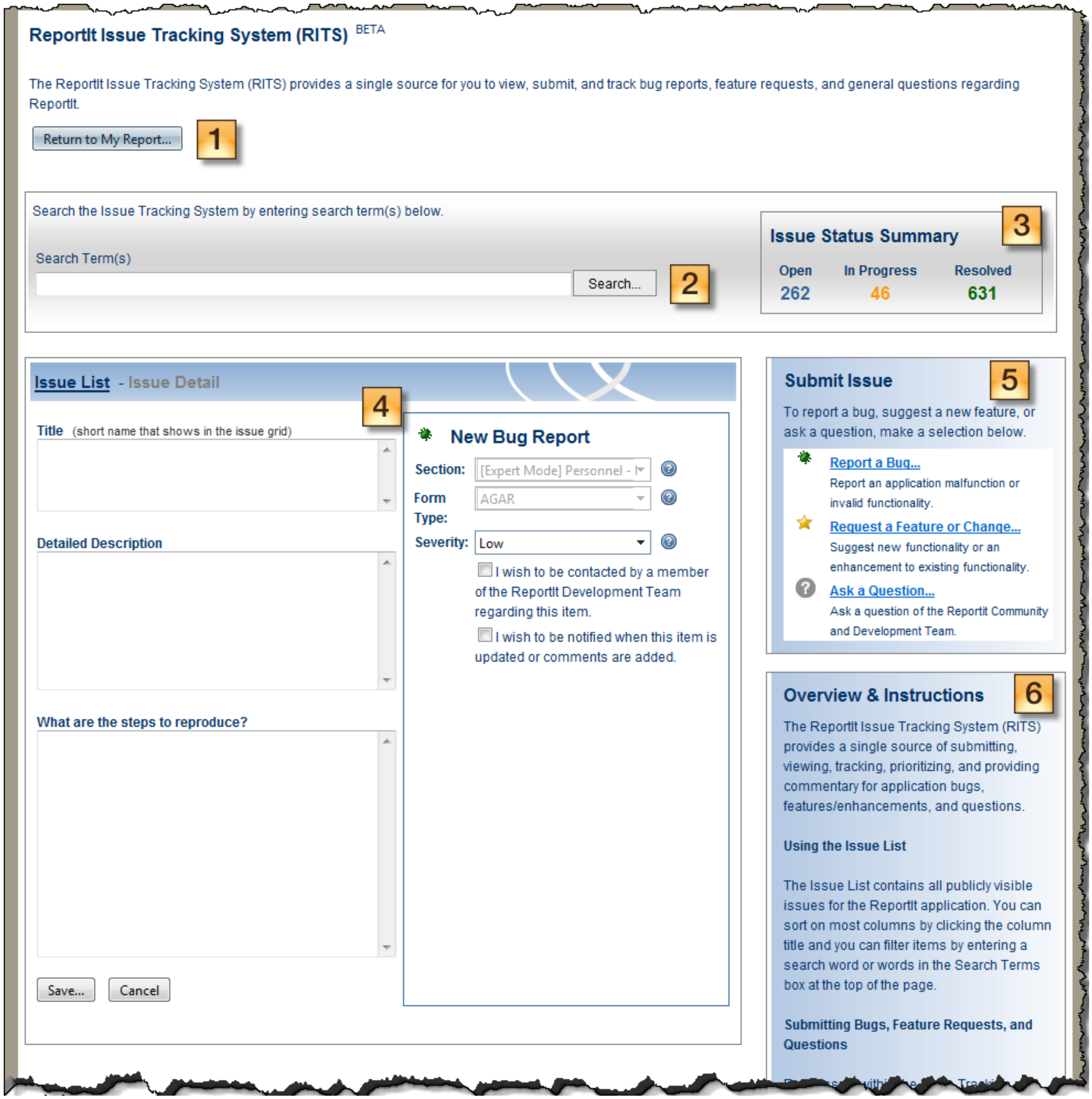


Ask for Technical Support

If you run into errors in the ReportIt application, you can report these directly to the ReportIt technical team for review and assistance. Using the Ask for Technical Support option, ReportIt captures the Section and Form Type from the report.



Clicking the Ask for Technical Support hyperlink opens the ReportIt Issue Tracking System (RITS).



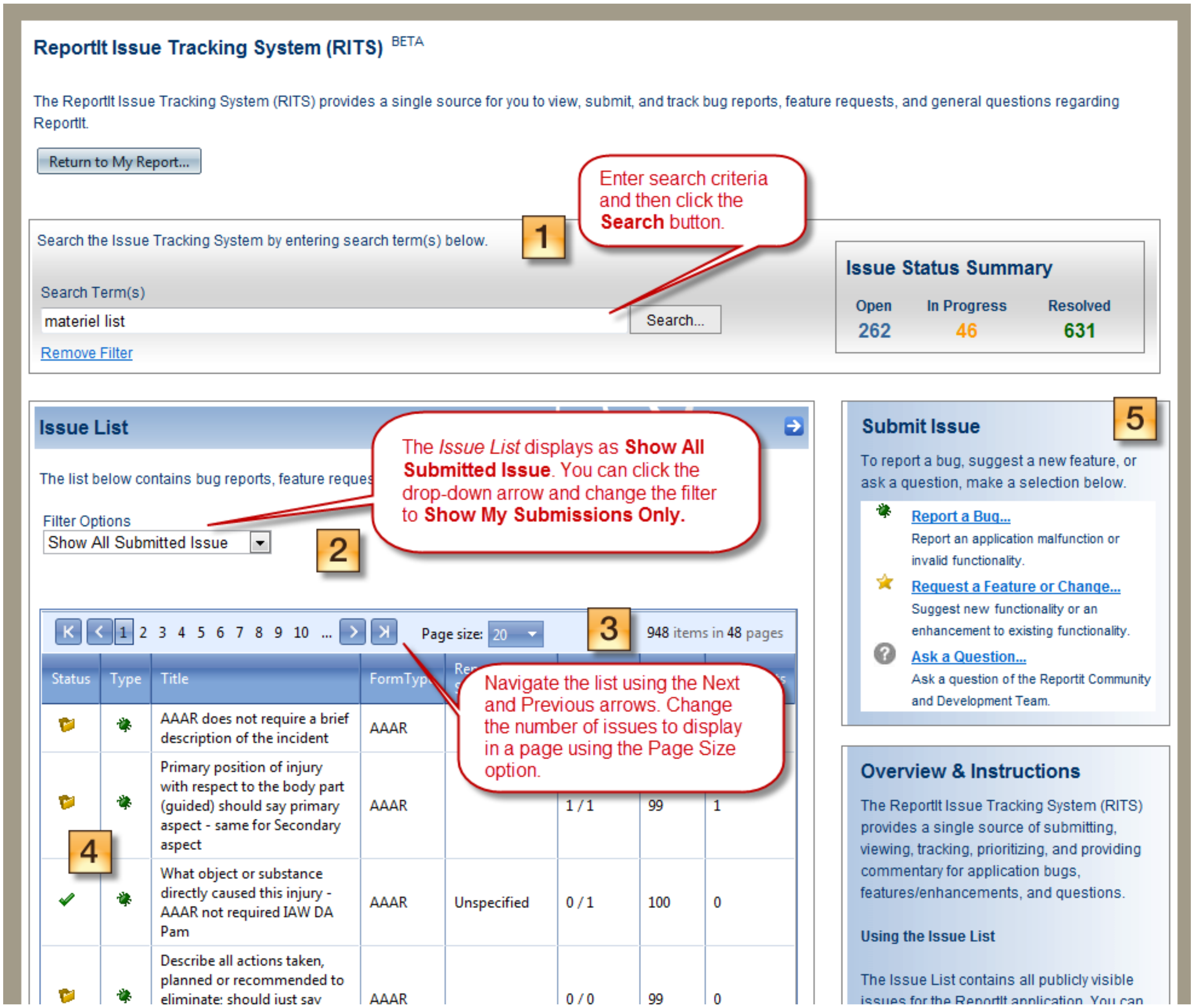
Component	Description
1	**Return to My Report...** button You can return to your active report and close the ReportIt Issue Tracking System screen.

Component	Description
2	Search for issues with search terms that you enter. Best practice is to search for existing bugs and issues before you create a new one to prevent duplication.
3	The issue status summary.
4	Enter as a new bug/issue by completing the fields as below: 1. Enter the title. 2. Give a detailed description of the problem you encountered. 3. Outline the steps to reproduce the issue/bug. 4. Set the severity using the definitions in the help icon to assist you. 5. Click the **Save** button.
5	Links to report another bug or issue, request an enhancement, new feature or change to the application, or ask a question.
6	Overview and instructions to assist you in working in the Report Issue Tracking System (RITS)

Searching Issues in ReportIt Issue Tracking System (RITS)

Use the Search feature in RITS to find a specific issue or a list of issues that meet the search criteria.

The image and table below explains the components of the Issue List Results page displayed when use the Search feature.



Component	Description
1	Search for bugs or issues with search terms that you enter. Best practice is to search for existing bugs and issues before you enter one to prevent duplication.

<table>
<tr><th>Component</th><th>Description</th></tr>
<tr><td>2</td><td>Default filter is Show All Submitted Issue. To view just the issues that you have submitted, click the drop-down arrow and change the filter to Show My Submissions Only.

Notes
If you modify your filter to Show My Submissions Only, the issue status summary will reflect only your issue status summary.</td></tr>
<tr><td>3</td><td>Navigation options for the Issue List.</td></tr>
<tr><td>4</td><td>The Issue List displays the issue that has been submitted by all ReportIt users, or you can filter to display just your own.

The legend below will assist you in understanding the status and type icons that display.
<table>
<tr><th>Icon</th><th>Description</th></tr>
<tr><td></td><td>Bug report</td></tr>
<tr><td></td><td>Resolved issue</td></tr>
<tr><td></td><td>Deleted issue</td></tr>
<tr><td></td><td>Change Request</td></tr>
<tr><td></td><td>Question</td></tr>
<tr><td></td><td>Open issue</td></tr>
</table>
</td></tr>
<tr><td>5</td><td>Links to report another bug or issue, request an enhancement, new feature or change to the application, or ask a question.</td></tr>
</table>

Appendix B – The Safety Office Console

Submitted accident reports are routed to safety offices before they are sent to the U.S. Army Combat Readiness/Safety Center. With the ReportIt Safety Office Console, Safety Office Administrators can ensure the reports are routed to the correct safety office and reviewers.

Safety Office Administrators and Safety Officers are collectively responsible for setting up the safety office, safety office hierarchy, associating UICs, and establishing reviewers at each level of the safety office.

Benefits of using the Safety Office Console

Benefits of using the Safety Office Console are:

1. Ability to easily create and edit safety offices
2. Define review parameters for a safety office
3. Seamless review process
4. Manage review personnel for a safety office
5. Manage UICs associated to a safety office
6. Enable Report Editing for a safety office

Notes

Report Editing is only applicable for non-board reports.

Safety Office Console Overview

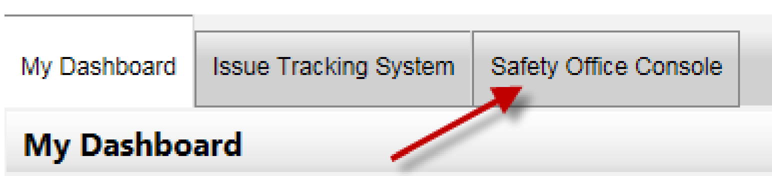
If you are a Safety Office Administrator or a Safety Officer, you will have the Safety Office Console tab on your dashboard.

At the end of this chapter, you will be able to:

- Open the safety office console
- Understand the components of the safety office console

Safety Office Console

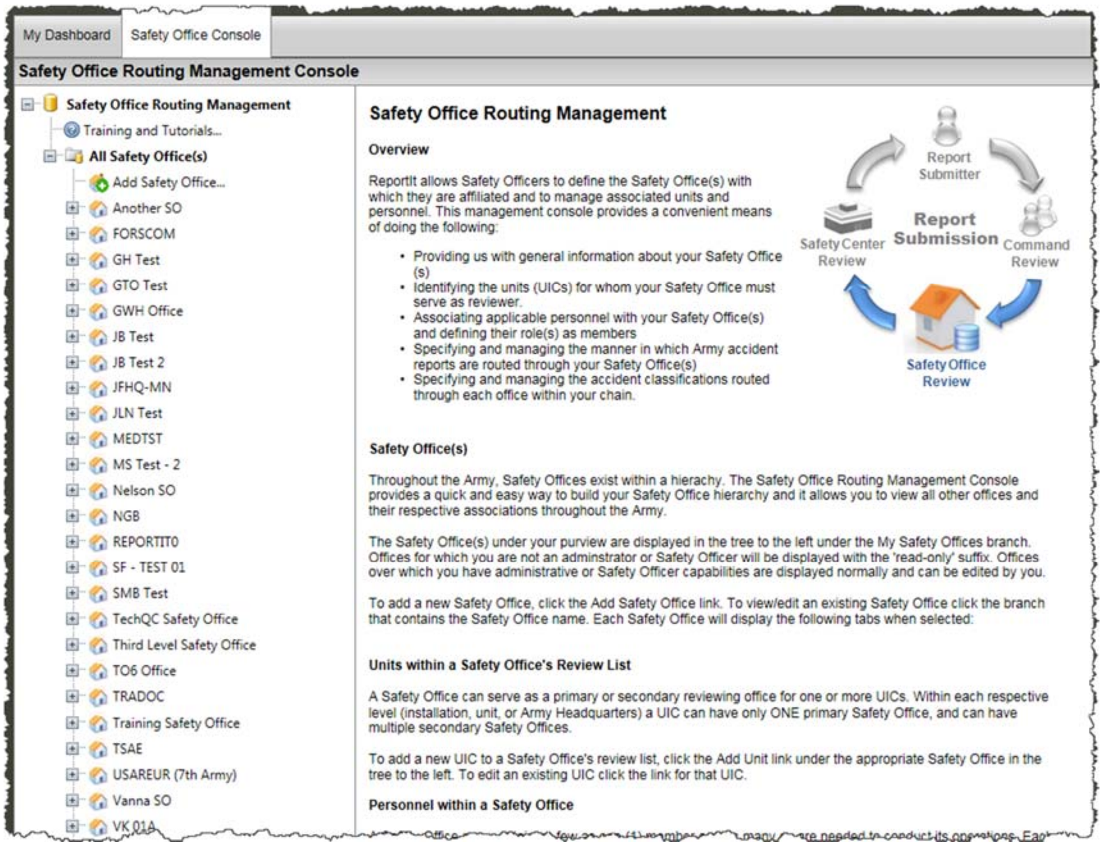
The Safety Office Console tab is visible to any person that has been associated with a safety office. If you do not see the Safety Office Console tab and feel you should have the privilege, contact your Safety Office Administrator, or the ReportIt Helpdesk (usarmy.rucker.hqda-secarmy.mbx.safe-helpdesk@mail.mil).



Safety Office Console

Steps to open the Safety office Console:

1. Open *ReportIt* to your dashboard.
2. Click the **Safety Office Console** tab.
   a. The *Safety Office Console* page displays.



Safety Office Console

Safety Office Components

The Safety Office Console has the following components in the Safety Office Routing Management tree:

- ✓ Safety Offices: The left panel of the Safety Office Console displays a complete list of safety offices (parent:child). The hierarchy of the Safety Office Console is:
  - o Safety Office Routing Management
    - ▪ My Safety office (parent)
      - Safety Office (child1)
      - Safety Office (child2)
    - ▪ All Safety Offices

- Add Safety Office...: Used to create a safety office (parent).

Safety Office Routing Management

Now that you understand what the function of the Safety Office Console is, it is time to understand how to manage your safety offices using the ReportIt Safety Office Console.

If you are a **ReportIt Administrator**, at the end of this chapter you will be able to:

- Create a safety office (top-level parent)
- Complete all tasks of the Safety Office Administrator and Safety officer (below)

If you are a **Safety Office Administrator,** at the end of this chapter you will be able to:

- Create a safety office (lower-level child)
- Assign personnel to a safety office
- Associate UICs within a safety office
- Identify accident report concur requirements for a safety office
- Identify accident classifications for a safety office
- Enable report editing for a safety office
- Enable report editing for office personnel

Notes

Report Editing is only applicable for non-board reports.

If you are a **Safety Officer**, at the end of this chapter you will be able to:

- Assign personnel to a safety office
- Associate UICs within a safety office
- Identify accident report concur requirements for a safety office
- Identify accident classifications for a safety office
- Enable report editing for office personnel

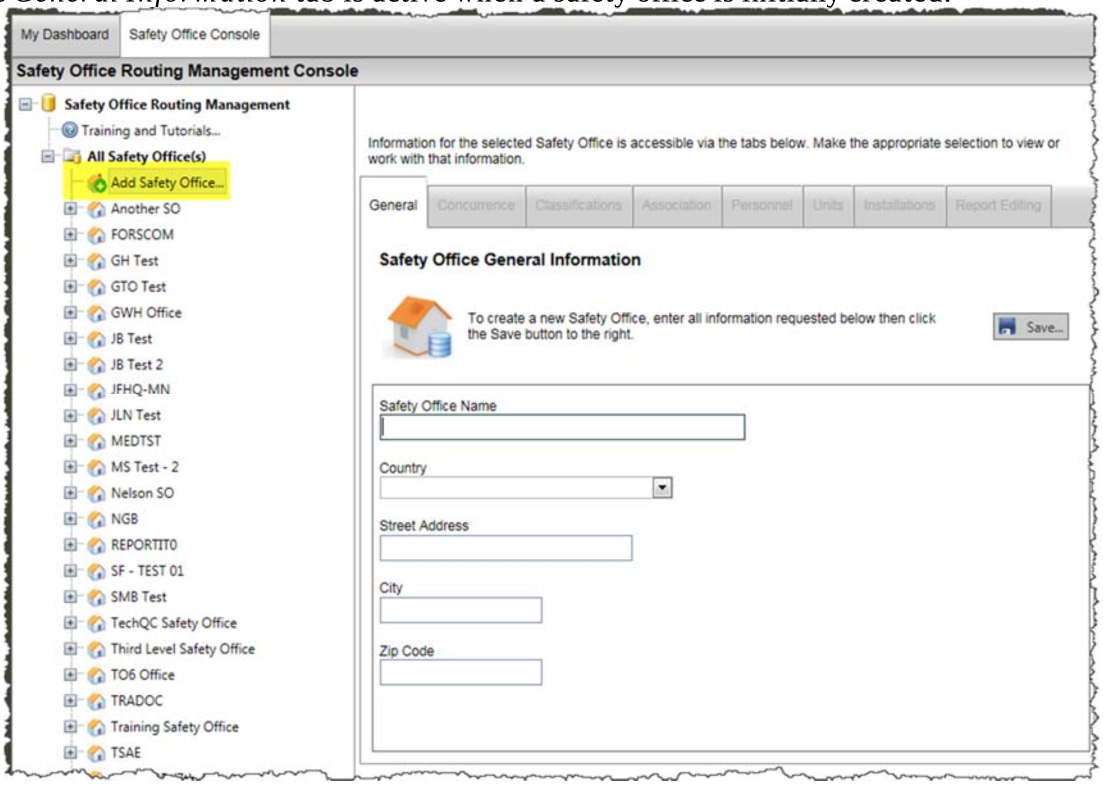
Notes

Report Editing is only applicable for non-board reports.

Create a new Safety Office (ReportIt Administrator)

The ReportIt Administrator is responsible for the initial creation of the safety offices and assigning the Safety Office Administrators.

Only the *General Information* tab is active when a safety office is initially created.



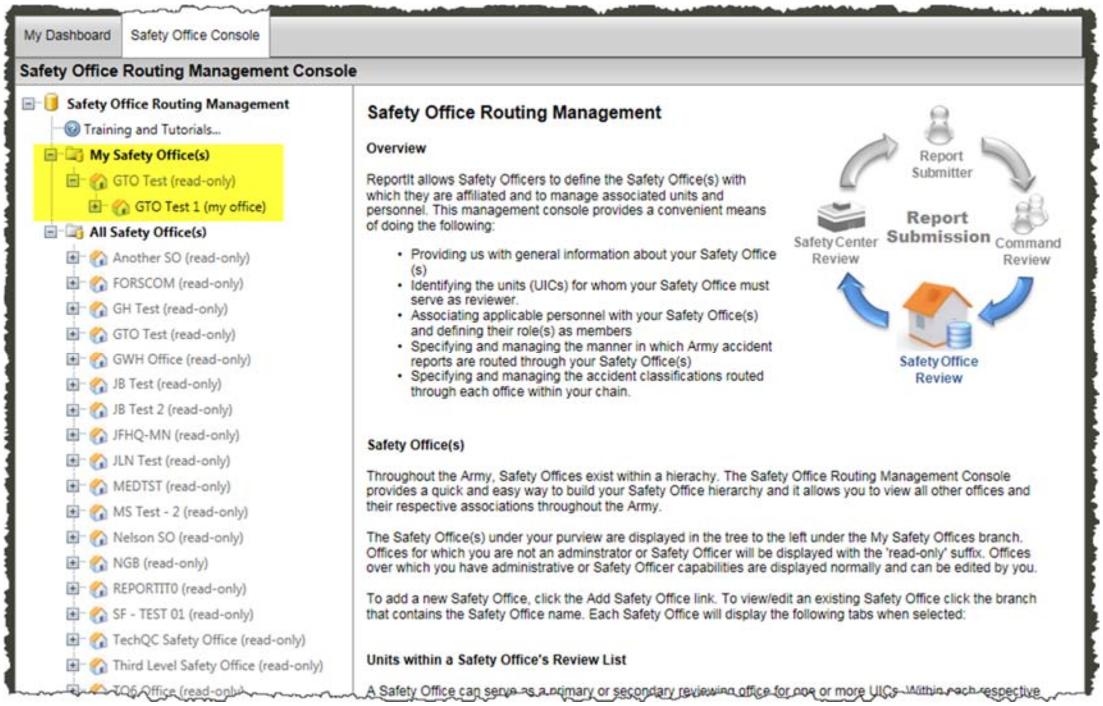
Add Safety Office: General Information

Steps to create a safety office [parent] by the ReportIt Administrator:

1. Open the *Safety Office Console.*
2. Expand All Safety Offices in the *Safety Office Routing Management* tree view.
3. Click the **Add Safety Office** button.
   a. The *Safety Office General Information* dialog box displays.
4. Complete the required fields.
5. Click the **Save** button.
   a. The *Concurrence, Classification, Association, Personnel, Units, Installation and Report Editing* tabs become active.
   b. The new safety office displays under the parent safety office in the Safety Office tree.

Create the Safety Office Hierarchy (Safety Office Administrator)

As a Safety Office Administrator you create a safety office hierarchy for your area. The parent safety office (created by the ReportIt Administrator) must already exist in the Safety Office Console tree.



My Safety Office

Steps to create a safety office hierarchy:

1. Open the *Safety Office Console*.
2. Click ⊞ next to All Safety Office(s) in the *Safety Office Routing Management* tree view.
3. Locate your [parent] safety office.

If you do not see the [parent] safety office, contact the ReportIt Helpdesk at usarmy.rucker.hqda-secarmy.mbx.safe-helpdesk@mail.mil.

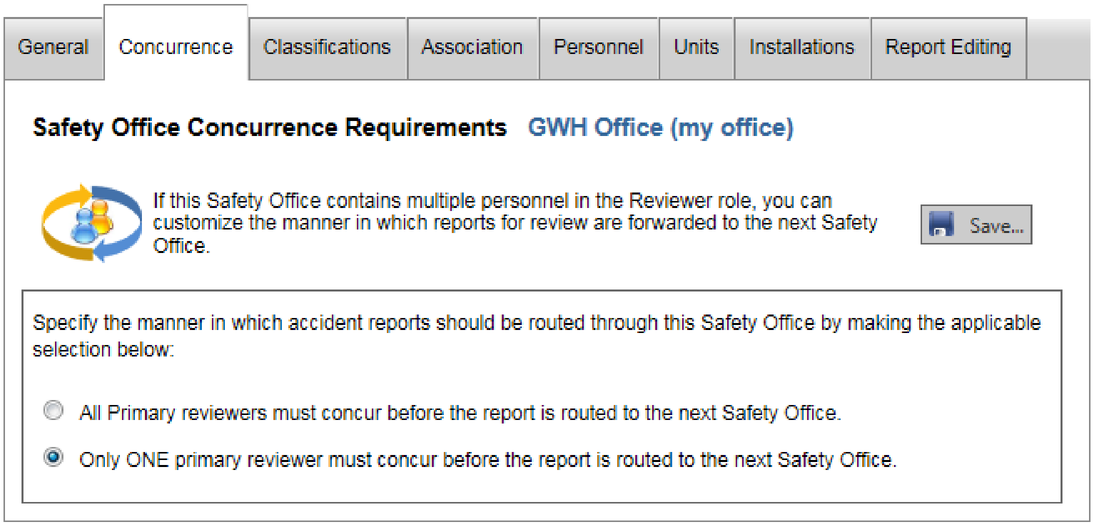
4. Click the **Add Safety Office** button.
    a. The Safety *Office General Information* dialog box displays.
5. Complete the required fields.
6. Click the **Save** button.
    a. The *Concurrence, Classification, Association, Personnel, Units, Installation and Report Editing* tabs become active.
    b. The new safety office displays under the parent safety office in the Safety Office tree.
7. Complete steps 1-6 as needed to create the safety office hierarchy required for report reviews.

Setting Safety Office Concurrence Requirements (Safety Office Administrator or Safety Officer)

When multiple reviewers are associated to a safety office, the Safety Office Administrator or Safety Officer can customize at what point in the review process the report is forwarded to the next safety office. This is done in the Concurrence page of the safety office details.

Options for concurrence are:

1. All primary reviewers must concur before the report is routed to the next safety office
2. Only one primary reviewer must concur before the report is routed to the next safety office



In the *Concurrence* view, make the appropriate selection and click the **Save** button. At the confirmation prompt, click the **OK** button.

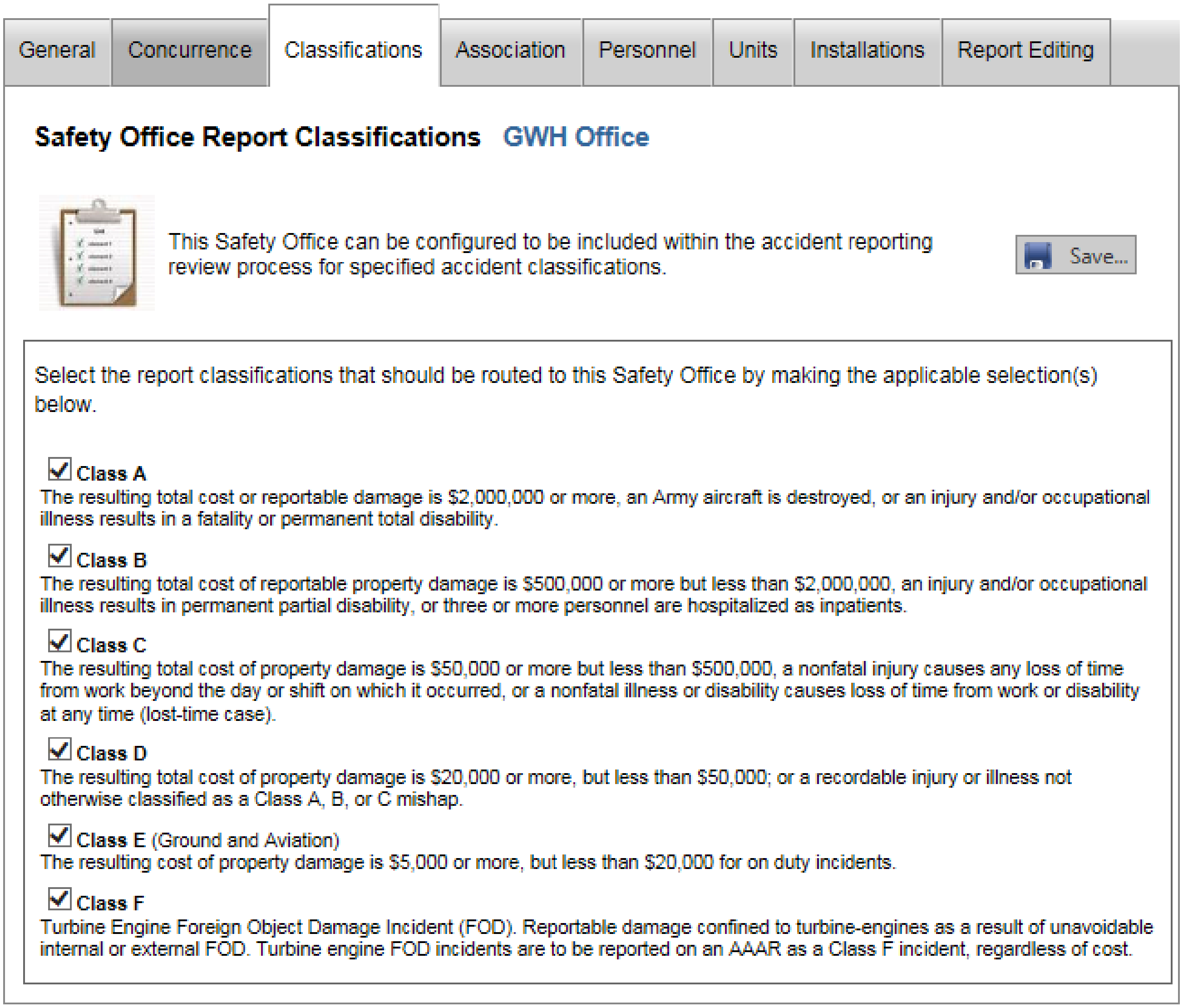
By default, this option is set to only require one primary reviewer to concur before the report is routed to the next Safety Office. Concurrence options can be edited at any time.

Configuring the Reporting Classifications for a Safety Office (Safety Office Administrator or Safety Officer)

Report classifications routing can be set for each safety office. By default, all report classes are routed until modified by a Safety Office Administrator or Safety Officer.

Notes

The safety office classification routing takes precedence over personal report classification routing.



Steps to configure report classification routing:

1. Select the Safety Office.
2. Click the **Classifications** tab.
3. Click the checkbox next to the report classes that should be routed to the safety office.
4. Click the **Save** button.
5. Click the **OK** button on the confirmation page.

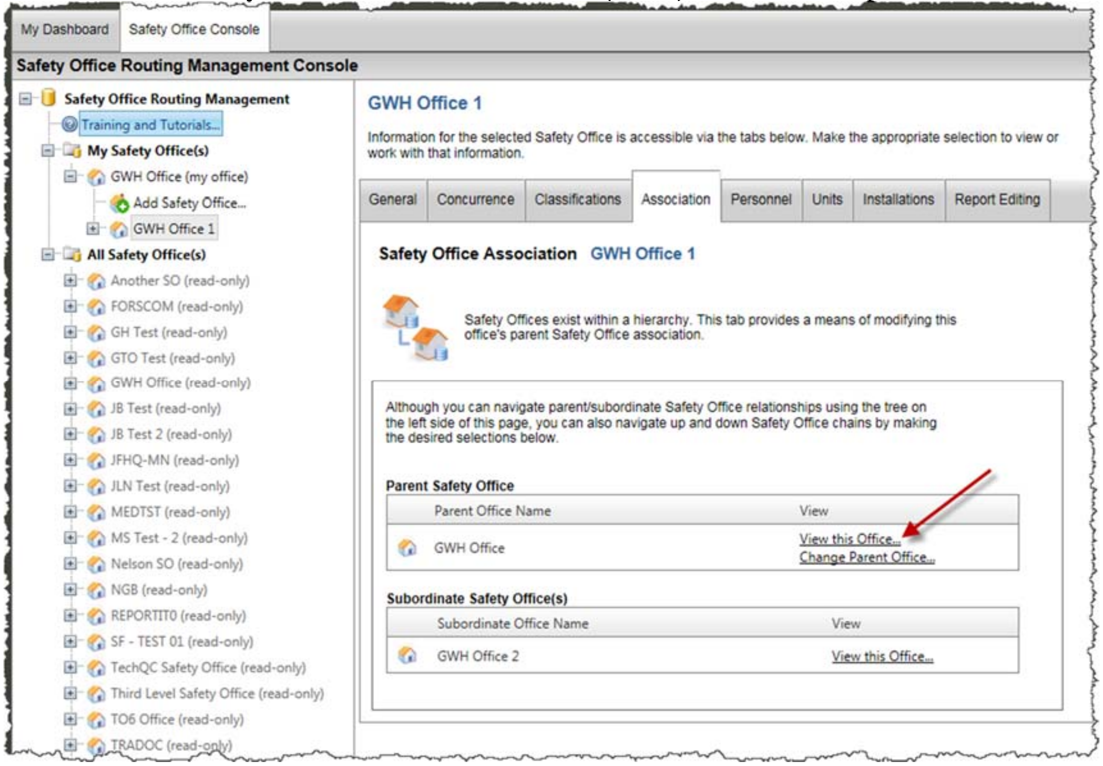
Safety Office Association Page (Safety office Administrator or Safety Officer)

The *Association* page displays the hierarchy of your safety office.

There are two options in the Association page:

1. View this office...
2. Change Parent Office...

View this office link allows you to view all subordinate (child) offices of the parent office.



The **Change Parent Office** link allows you to initiate a change request for the parent office. (Refer to Create a Move Change Request for a Safety Office)

Add Personnel to a Safety Office (Safety Office Administrator or Safety Officer)

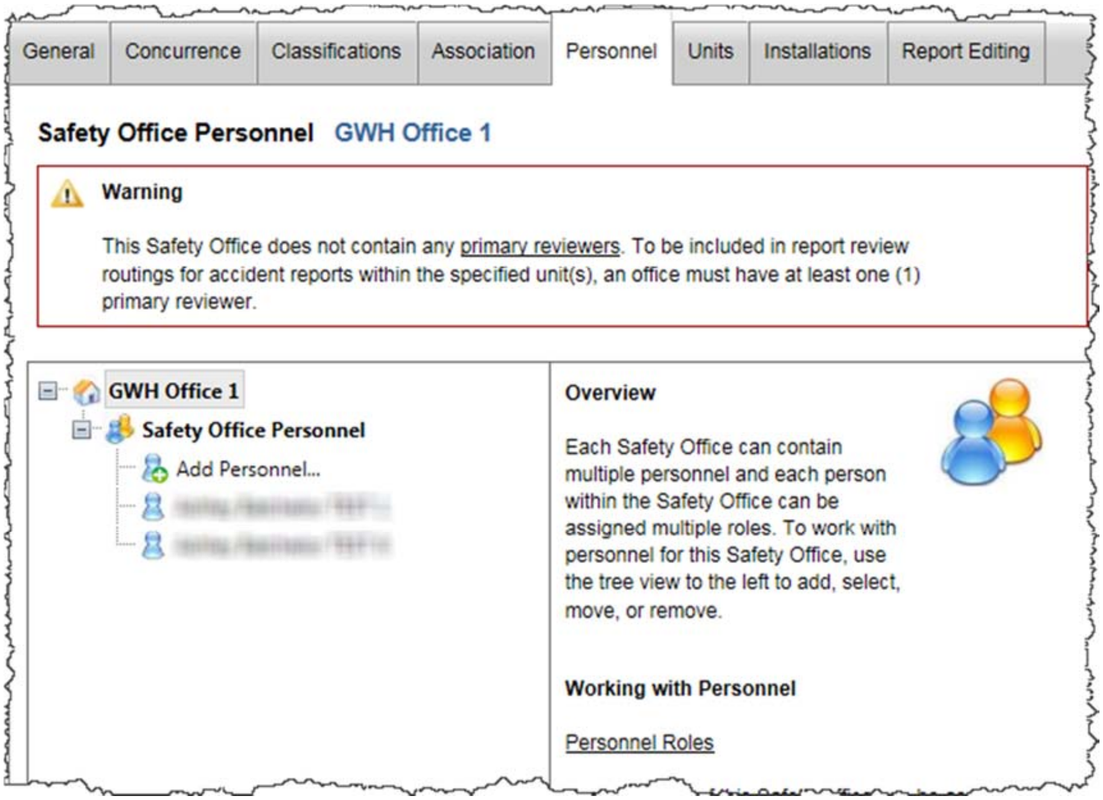
The Personnel tab is where a Safety Office Administrator(s), Safety Officer(s) or a report reviewer can be added to a Safety Office.

If a person is defined as a Safety Office Administrator, they can create other safety office administrators or safety officers.

Add Personnel

Steps to add personnel to a safety office:

1. In the *Personnel* tab of your safety office, click the **Add Personnel** button.
    a. The *New Personnel* (search) view displays in the right side of the page.
2. Enter the AKO username and click the **Find** button.
    a. An *AKO Successful Result* displays for a successful search displaying the Full Name, Organization, MACOM, and Army Phone No.
3. [Optional Step] Click the **Notify this person of his/her membership in this Safety Office** and **Notify office administrators of this new personnel**.
4. Click the **Add** button.
    a. The personnel name appears under the safety office in the Safety Office Console tree view.
    b. The *Roles* and *Additional* tabs display.
5. Repeat the steps above as needed to add personnel to the safety office.

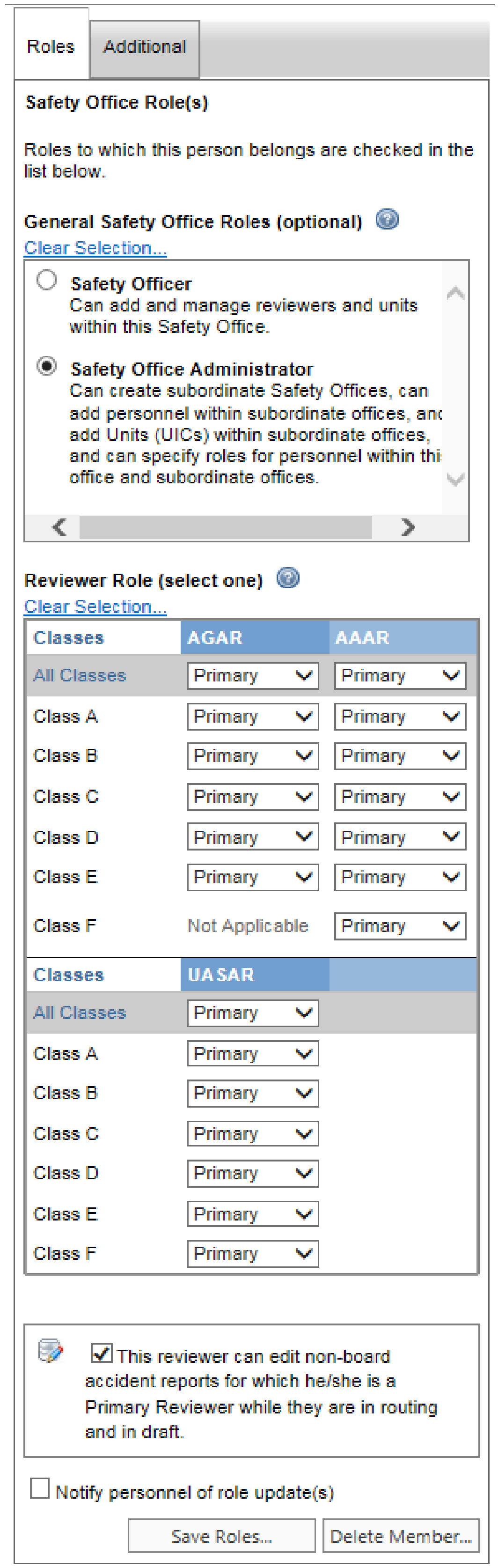


Safety Office Personnel

Define the Role Membership for Safety Office Personnel (Safety Office Administrator or Safety Officer)

The Role Membership view has two categories:

1. General Safety Office Roles (select one):
   a. Safety Officer
   b. Safety Office Administrator
2. Review Role (select one)
   a. By Report Type and Classification
   - Blank: Will not be notified of the report
   - Primary: Will be notified of the report and can Approve or Reject reports
   - Read-Only: Will be notified of the reports and will be able to view reports routed to this Safety Office, but will not be able to review.



Roles
Additional
Safety Office Role(s)
Roles to which this person belongs are checked in the list below.
General Safety Office Roles (optional)
Clear Selection...
Safety Officer
Can add and manage reviewers and units within this Safety Office.
Safety Office Administrator
Can create subordinate Safety Offices, can add personnel within subordinate offices, and add Units (UICs) within subordinate offices, and can specify roles for personnel within thi office and subordinate offices.
Reviewer Role (select one)
Clear Selection...
Classes
AGAR
AAAR
All Classes
Primary
Class A
Class B
Class C
Class D
Class E
Class F
Not Applicable
UASAR
This reviewer can edit non-board accident reports for which he/she is a Primary Reviewer while they are in routing and in draft.
Notify personnel of role update(s)
Save Roles...
Delete Member...

Personnel - Roles

The Safety Office Administrator defines one (1) general safety office role and/or review role by report classification for each person. If the person being added is not designated to be a Safety Officer or Safety Office Administrator, the General Safety Office Role is not required.

Notes

If a role is not selected, the new personnel will have a read-only view of the safety office.

Notes

An Administrator of a higher level office must enable their subordinate office to allow them to give reviewers report editability permission.

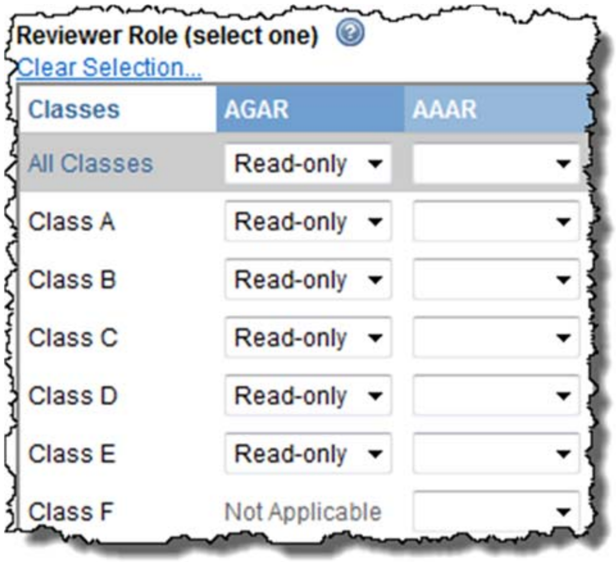
Define the Review Classifications for Safety Office Personnel

The type of reports that are routed to a reviewer can be set for an individual reviewer or for the safety office as a whole.

It is important to note that if classifications set for an individual reviewer differ from what has been set as a safety office, the safety office settings will take precedence. For example, if the safety office classifications are set to <u>not</u> receive class E or F reports and the reviewer has these options selected in his Reviewer Role view, the reviewer will <u>not</u> receive these report classes for review.

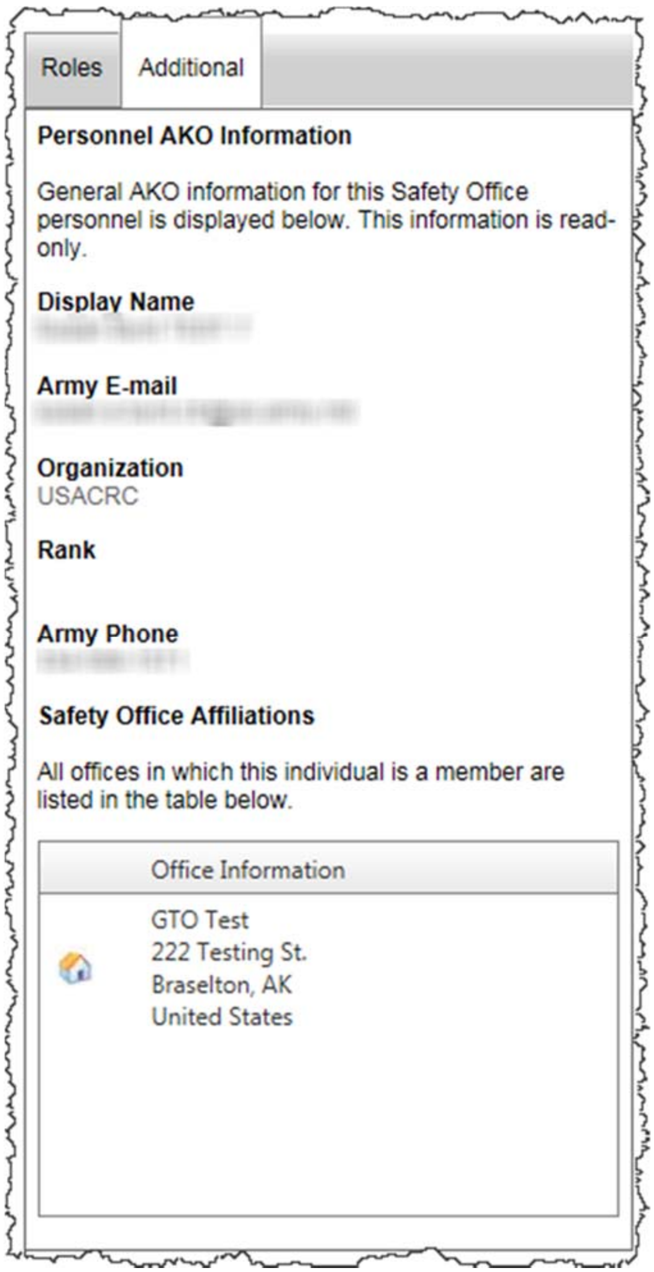
The Safety Office Administrator or Safety Officer selects the role that the user should have for each report type (AGAR and/or AAAR) and each Classification (All Classes, A, B, C, D, E, F). The reviewer can be set up with the following roles:

- Blank: Will not be notified of the report
- Primary: Will be notified of the report and can Approve or Reject reports
- Read-Only: Will be notified of the reports and will be able to view reports routed to this Safety Office, but will not be able to review.



Personnel – Reviewer Role

Personnel Additional Information



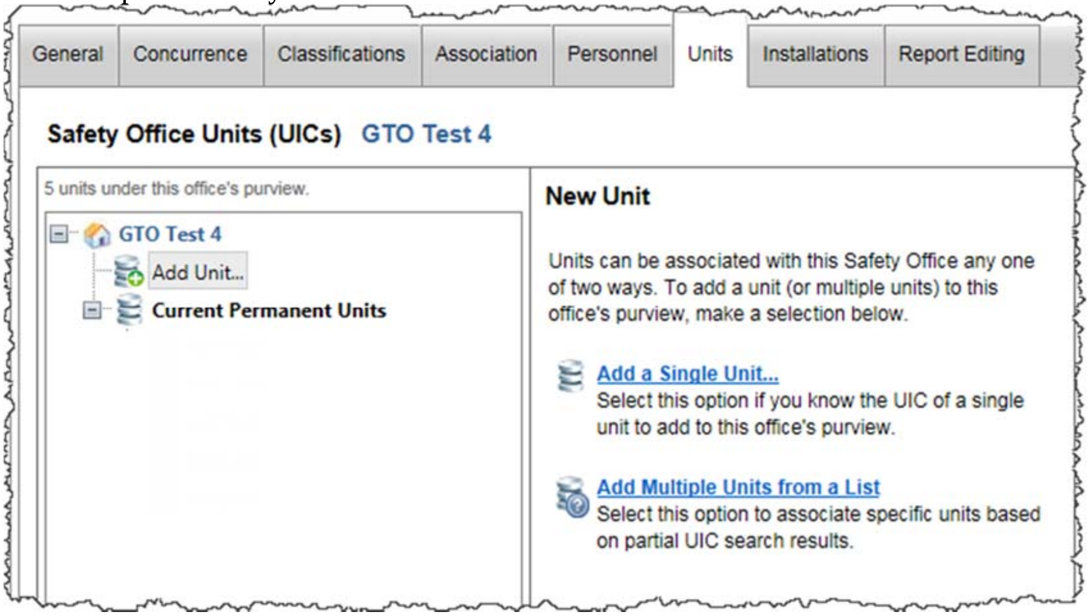
This tab displays AKO information about this person as well as offices in which this individual is a member.

Associate a Safety Office Unit (Safety Office Administrator or Safety Officer)

Units can be associated to a safety office in two ways:

- Add a single unit
- Add multiple units from a list

Associating UICs to your Safety Office allows Safety Office Reviewers to be added automatically to a report review chain when a report is created and the UIC is entered as the accountable UIC. When the accountable unit (UIC) information is added to a report, the report becomes linked to the safety office that has that UIC setup in the Units tab. When the report is submitted for review, the safety office is automatically added in the Safety Office Review tab, and the chain of personnel (reviewers) are notified the report is ready for review.

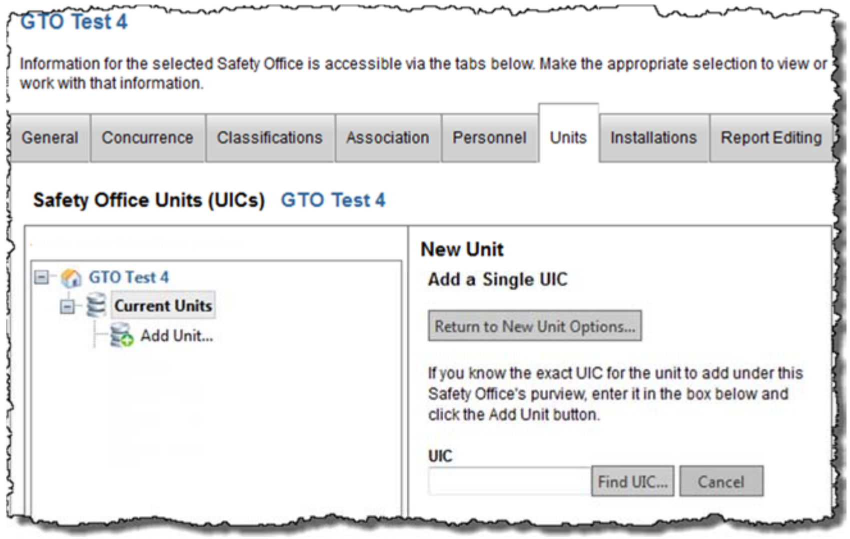


Units – Add Unit

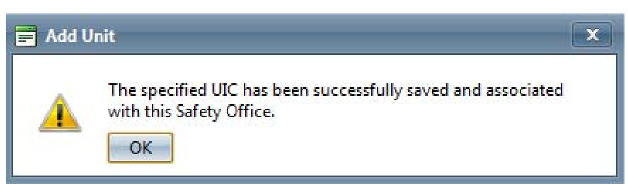
The Safety Office Administrator or Safety Officer associates units in the *Units* page.

Steps to associate a single unit to a safety office:

1. Select the safety office to associate a single unit.
2. Click the **Units** tab.
3. Click **Add Unit…**
4. Click the **Add a Single Unit…** link.
    a. The *New Unit, Add a Single UIC* view displays.



5. Enter the complete, 6-character UIC.
6. Click the **Find UIC...**button.
7. The Review Authority / UIC Addition Confirmation will be displayed
8. Select the Review Authority for this UIC Options include Primary, or Courtesy Copy.
    a. Primary Reviewing Office – Reviewers from this office will be added to the review chain using their Reviewer Role permissions designated in the Personnel tab.
    b. Courtesy Copy Office – Reviewers from this office will be added to the review chain as Courtesy Copy Reviewers (Will be able to view reports routed to this Safety Office but will not be able to review.)
9. If the assignment of this UIC to this Safety Office is for a limited time (date range-specific as the result of a temporary unit deployment, etc), check the “For specific dates only” box. See Safety Office Effective and Expiration Dates.
    a. Enter the Start Date
    b. Enter the End Date
10. Click Add UIC...
11. Click the **OK** button in the *Add Unit* confirmation message box.

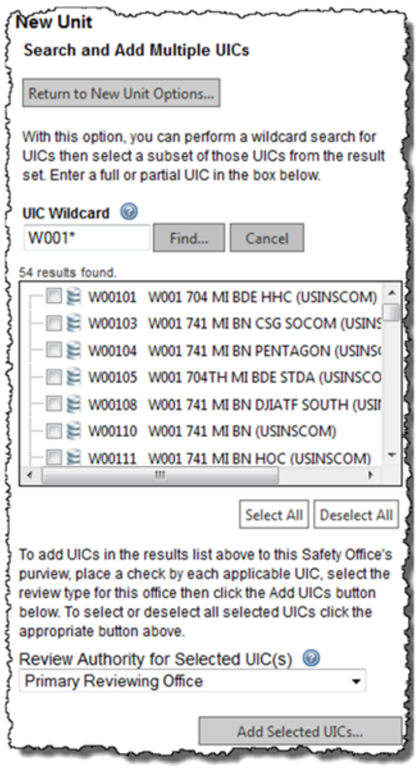


The unit displays under the *Current Units* tree link for the safety office.

Steps to associate multiple units from a list to a safety office:

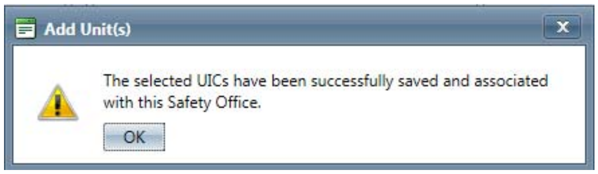
To add multiple units at one time, you can do this using the search feature in the Units tab. Create a search value using the asterisk (*) wildcard and from the search results, select the units you want to add.

1. Select the safety office to associate multiple units.
2. Click the **Units** tab.
3. Click **Add Unit…**
4. Click the **Add Multiple Units from a List**.
    a. The New *Unit, Search and Add Multiple UICs* view displays.
5. Enter at least the first three (3) characters followed by the asterisk (*) and click the **Find** button.
    a. The results are displays in a list with a checkbox for selection.



6. Click the checkbox next to the units to associate.
    a. You can also click the **Select All** button to add all units in the list.
7. Select the Review Authority for the UICs Options include Primary, or Courtesy Copy.
    a. Primary Reviewing Office – Reviewers from this office will be added to the review chain using their Reviewer Role permissions designated in the Personnel tab.
    b. Courtesy Copy Office – Reviewers from this office will be added to the review chain as Courtesy Copy Reviewers (Will be able to view reports routed to this Safety Office but will not be able to review.)

8. If the assignment of these UICs to this Safety Office is for a limited time (date range-specific as the result of a temporary unit deployment, etc), check the “For specific dates only” box. See Safety Office Effective and Expiration Dates.
    a. Enter the Start Date
    b. Enter the End Date
9. Click **Add Selected UICs…** button
10. Click the OK button on the Add Unit(s) confirmation message box.



Safety Office Effective and Expiration Dates

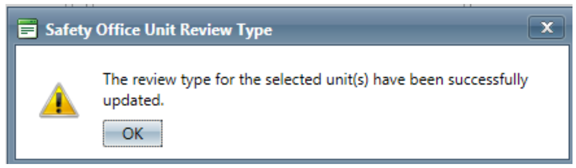
If the assignment of a UIC to your Safety Office is for a limited time (date range-specific as the result of a temporary unit deployment, etc), ReportIt gives you the ability to set the effective and expiration date for the unit’s association to your office. If these dates are set, report routing will compare these dates to the date of the accident. If the date of the accident is within the dates set, the report will be routed to the review personnel based on their roles. For example if a Safety Office has a UIC with a start date of 11/1/2012, an end date of 12/31/2012 and that UIC is the accountable unit for an accident that occurred on 10/20/2012, the report would NOT be routed to this safety office for review. If that UIC is the accountable unit for an accident that occurred on 11/15/2012 the report will be routed to this safety office personnel based on their roles.

If the assignment of the UIC is not for a specific date range, DO NOT check the “For specific dates only” box; DO NOT set effective and expiration dates.

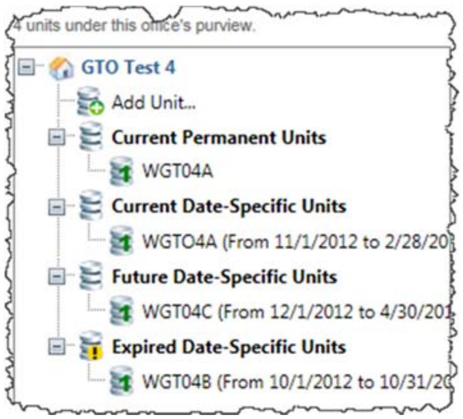
Setting date for existing UIC

To set effective and/or expiration dates:

1. Select the safety office containing the unit.
2. Click the **Units** tab.
3. Right click on the unit you wish to update
4. Click **Set Office Review Type…**
5. Click the “For specific dates only” checkbox
    a. Enter the Start Date
    b. Enter the End Date
6. Click **Save Review Type…**
7. Click the OK button on the Safety Office Unit Review Type confirmation message box.

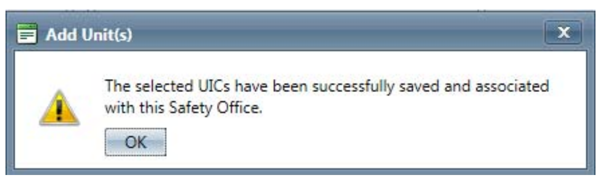


8. The unit will now show in the UIC list based on the dates entered.

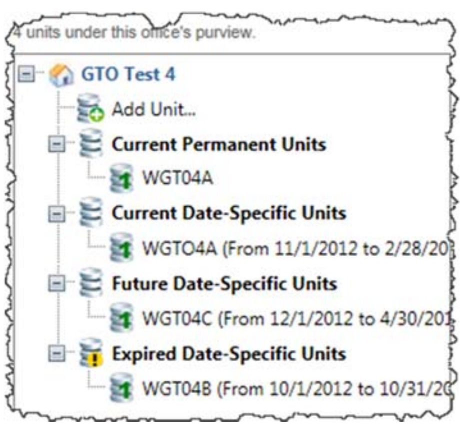


Setting date for new UIC

1. When adding a new unit, click the "For specific dates only checkbox"
    a. Enter the Start Date
    b. Enter the End Date
2. Click **Add UIC...**
3. Click the OK button on the Add Unit(s) confirmation message box.



4. The unit will now show in the UIC list based on the dates entered.

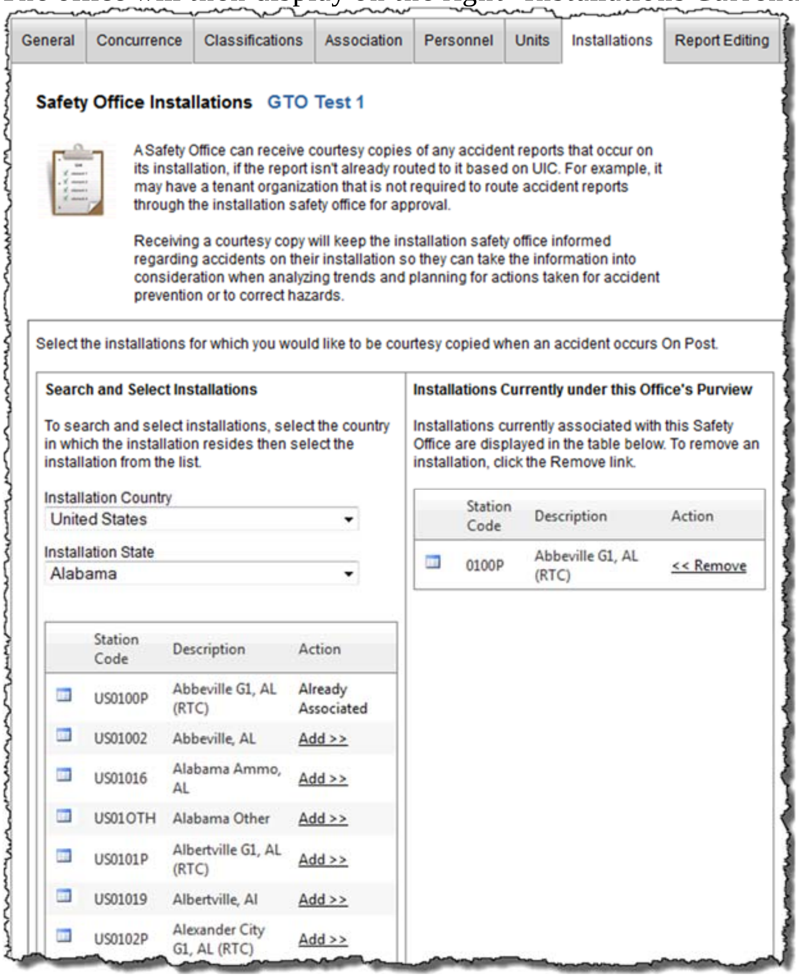


Setting up Safety Office Installations

An Installation Safety Office can receive courtesy copies of any accident reports that occur on its installation, if the report isn't already routed to it based on UIC. For example, it may have a tenant organization that is not required to route accident reports through the installation safety office for approval.

Receiving a courtesy copy will keep the installation safety office informed regarding accidents on their installation so they can take the information into consideration when analyzing trends and planning for actions taken for accident prevention or to correct hazards.

1. Select the Installations tab
2. To search and select installations, select the country in which the installation resides
3. If applicable, select the state in which the installation resides
4. Beside the installation you would like to select, click Add
5. The office will then display on the right "Installations Currently under this Office's purview"

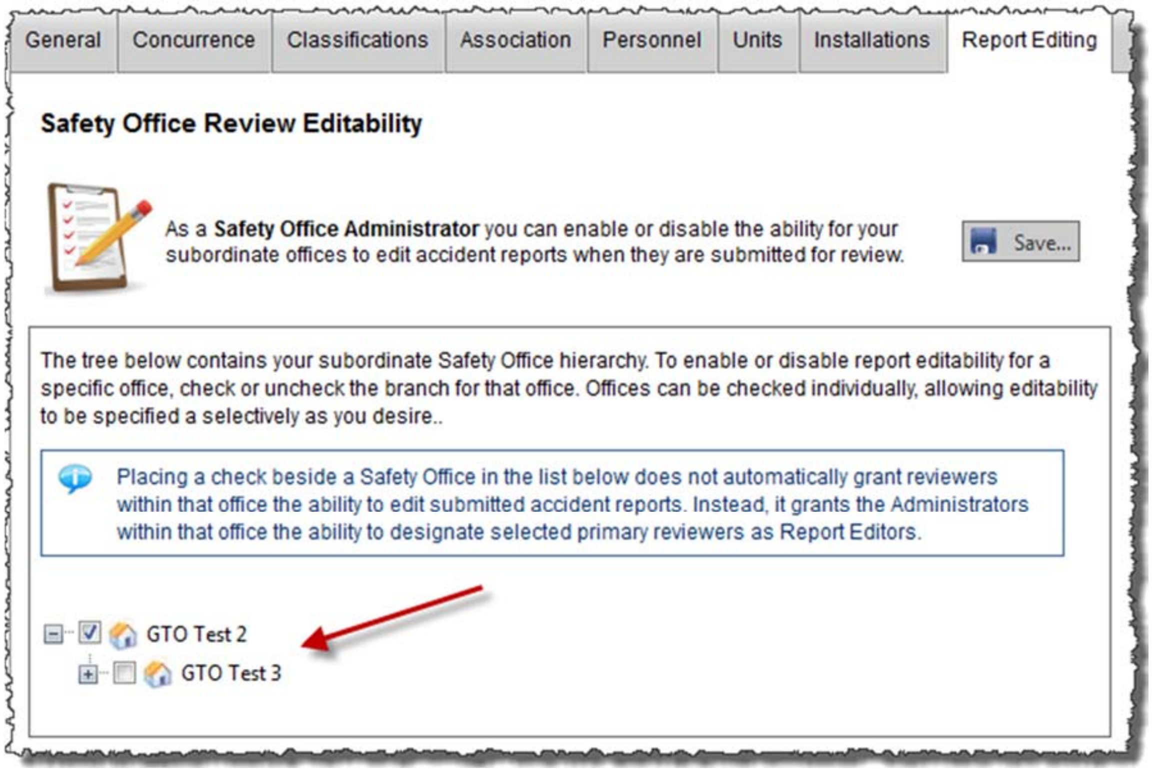


To remove the installation from the Office's purview, click "remove" next to the installation.

Enabling report editability for a safety office (Safety Office Administrator)

When setting up or editing a subordinate office, the administrator has the ability to indicate if the office can grant report editing rights to the review personnel within the office. Setting up the Safety Office with this ability does not grant individual reviewers with editability rights, this must be done within the personnel tab.

1. Select the subordinate safety office.
2. Click the **Report Editing** tab.
3. From the tree displayed, click the box next to the office(s) which should be able to grant report editing rights to their review personnel.



4. Click the **Save** button.

Managing Reviews in the Report Submission

Now that the Safety Office hierarchy is built, when a report begins the review routing, ReportIt determines the flow of the Safety Office review process based on the Accountable Unit's office associations and the hierarchy levels of the safety office.

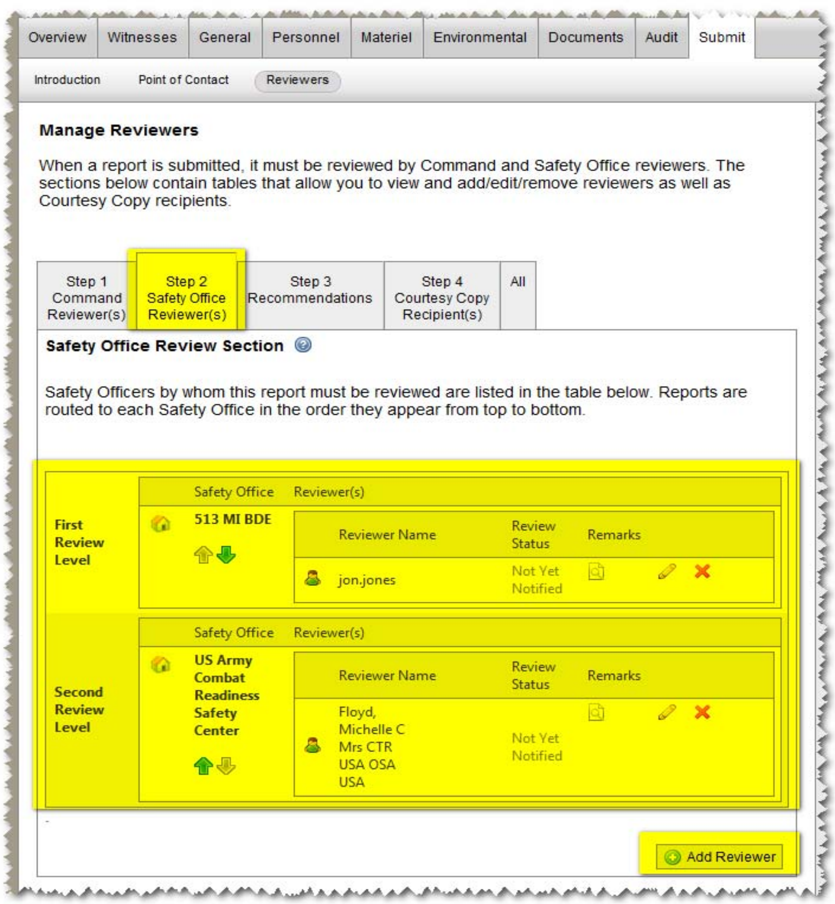
Report review inclusion in a safety office begins at the office with the direct association and cascades up through all levels. Rules that govern the inclusion of a safety office within the routing chain are:

1. It must be directly associated to the UIC with a reviewer for the form / classification
2. Be a parent of an office with a direct association
3. The parent office has at least one primary reviewer for the form classification

As each reviewer completes a review, the next level reviewer(s) receives notification via email that the report is in his queue. If there are multiple offices in a review level, all become active reviewers at that point. When all reviews are complete, the report is moved into the CRC queue.

Add a Safety Office Reviewer Ad-Hoc

Should there be no pre-defined safety offices to review a report based on the user-entered Accountable UIC in the accident report, or if there is a need to add reviewers, you can manually include an additional safety office reviewer ad-hoc in the Manage Reviewer's page.



Steps to add a safety office reviewer ad-hoc:

1. Navigate to your *ReportIt* dashboard.
2. Locate the report to add a reviewer (Report must be in Draft status).
3. Hover over the **Manage Reviewers** icon for the report (the icon is only available if the report has passed audit).
4. Click the tab for **Safety Office Reviewer**(s) in the *Manage Reviewers* page.
5. Click the **Add Reviewer** button.
6. Enter the AKO user name and then click the **Find User** button.
7. In the *User Found Successfully* view, click the **Save Safety Officer…** button.
8. Using the green up and down arrows, set the desired review level for the reviewers.
9. Repeat the steps above as required.

Reports will be routed to each Safety Office in the order they appear from top to bottom.

Safety Office Maintenance

A safety office can experience changes in review classifications, personnel, and/or parent offices. As a Safety Office Administrator, responsibilities include maintaining the flow of the report review process by making modifications as required to the safety office elements.

At the end of this chapter, as a Safety Office Administrator, you will be able to:

1. Modify the details of a safety office
2. Create a personnel move request to another safety office
    a. Accept a personnel move
    b. Decline a personnel move
    c. Retract a personnel move
    d. Delete personnel from a safety office
3. Create a move change request for a safety office
    a. Using drag and drop
    b. Using search and select in the Association tab
    c. Retract a pending safety office move
    d. Delete a safety office
4. Update concurrence settings of a safety office
5. Update classifications for a safety office

Modify the Details of a Safety Office

Modifications can be made to the general information of a safety office as needed by the Safety Office Administrator.

Steps to modify the details of a safety office:

1. Select an existing safety office that you have update permissions for.
2. Click the safety office name.
3. Click the **General** tab if not displayed.
4. Update the displayed fields as necessary.
5. Click the **Save** button.
6. Click the **OK** button in the confirmation message box.

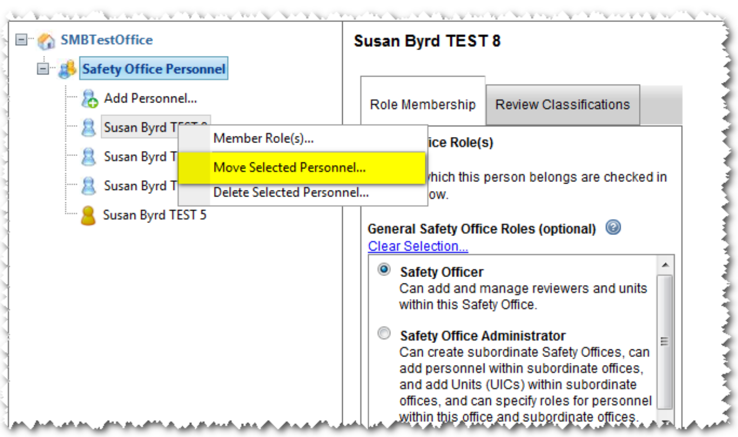
Create a Personnel Move Request

When personnel move from one safety office to another, the Safety Office Administrator creates a request to the new safety office. Once the request has been approved, the reviewer's name appears in the Personnel tab of the new safety office.

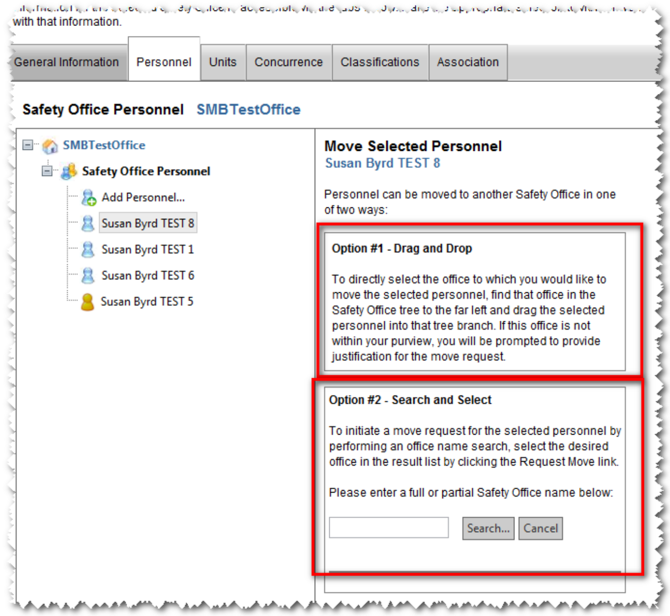
Create a Personnel Move Request

To request a personnel move follow the steps below.

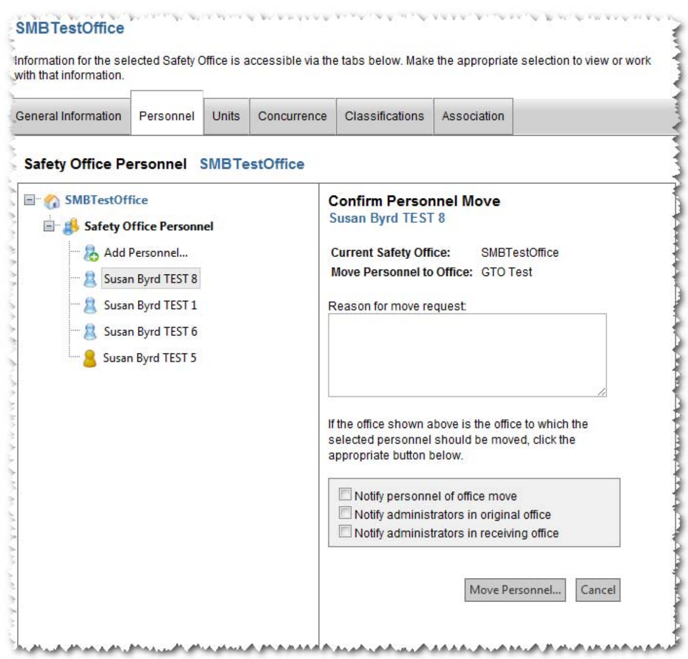
1. From the Safety Office tree view, open your safety office.
2. Click the **Personnel** tab to display the associated personnel for the office.
3. Right-click on the person's name.



4. Select **Move Selected Personnel...** from menu.
5. From the *Move Selected Personnel* view, select one of the following move options:
    a. Drag and Drop: Select the name and holding down the left mouse key, drag and drop the person's name into the new office.
    b. Search and Select: Search using full or partial Safety Office name.



6. Enter a reason for the request in the *Confirm Personnel Move* view if the move is outside of the Safety Office Administrator's area of responsibility



7. Click **Request Move...** button.

The Safety Office Administrator of the destination safety office is notified via email of the move request. The reviewer's name appears under *Personnel Pending Move to another Office* of the target office awaiting acceptance by the Safety Office Administrator.

Accept a Personnel Move

A personnel move remains pending until accepted by the destination office. To accept a personnel move request, follow the steps below.

1. The destination office Safety Office Administrator selects their safety office.
2. Click the **Personnel** tab.
3. Select the personnel name under the **Personnel Pending Move to another Office** link.
4. Right-click on the personnel name and click **Accept Move Request**...
    a. The *Accept Personnel Move Request* view displays.
5. Click the **Accept personnel with existing roles** to accept with the existing roles from the move safety office.
    a. If this option is not checked, the Safety Office Administrator will need to assign role(s) for the destination safety office.
6. Click the **Accept...** button.

Decline a Personnel Move

Follow the steps below to decline a personnel move to a safety office.

1. The destination office Safety Office Administrator selects their safety office.
2. Click the **Personnel** tab.
3. Select the personnel name under the **Personnel Pending Move to another Office** link.
4. Right-click on the personnel name and click **Decline Move Request**...
    a. The *Decline Personnel Move Request* view displays.
5. Enter the **Reason for Declining**. This is an optional step.
6. Click the **Decline...** button.

The pending move request is removed, and personnel are returned to the originating safety office.

Retract a Personnel Move

A personnel move request can be retracted by the originating safety office before it is accepted. Follow the steps below to retract a personnel move.

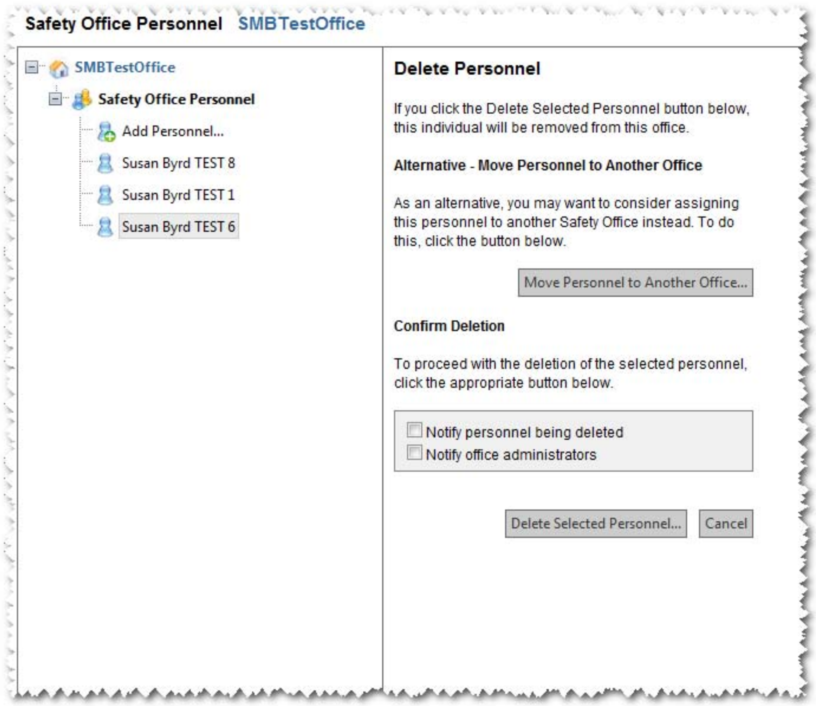
1. The originating office Safety Office Administrator selects their safety office.
2. Click the **Personnel** tab.
3. Select the personnel name under the **Personnel Pending Move to another Office** link.
4. Right-click on the personnel name and click **Retract Move Request**...

The pending move request is discarded and personnel are returned to the originating office.

Delete Personnel from a Safety Office

Personnel can be deleted from a safety office as required. Follow the steps below to delete personnel from a safety office.

1. The Safety Office Administrator selects their safety office.
2. Click the **Personnel** tab.
3. Right-click on the personnel name to delete and click **Delete Selected Personnel...** from the menu**.**



4. Click the **Notify personnel being deleted** and **Notify office administrators** as necessary.
5. Click the **Delete Selected Personnel**... button.
6. Click the **OK** button in the *Personnel Deletion* message box.

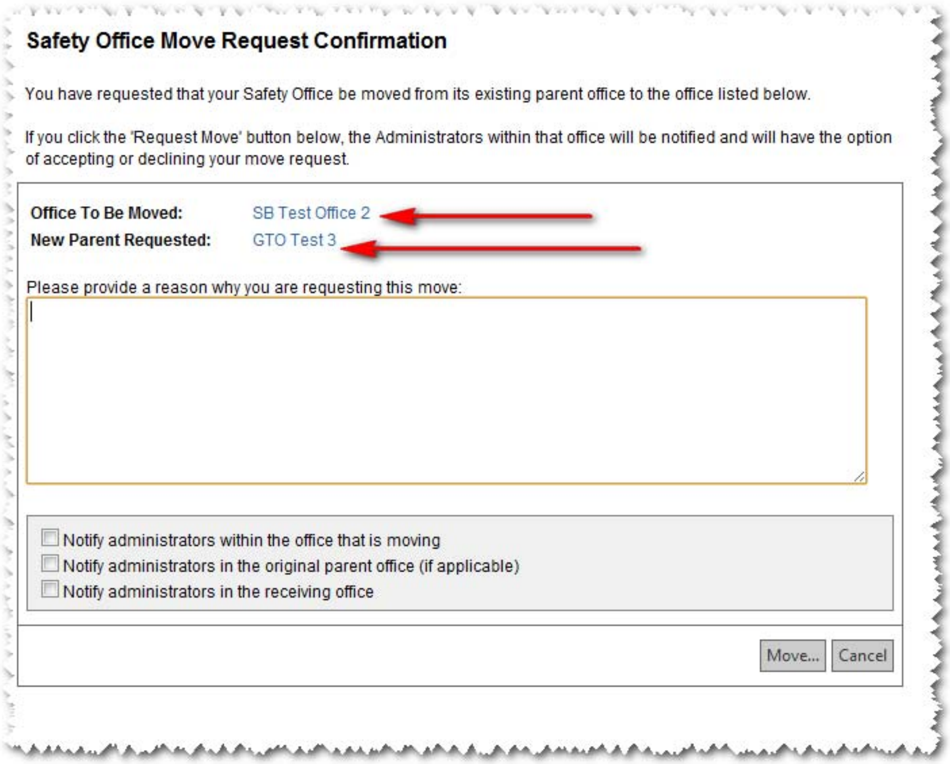
Create a Move Change Request for a Safety Office

Safety Offices can be moved as necessary. When a safety office is moved, all associations to that safety office are also moved.

Using Drag and Drop

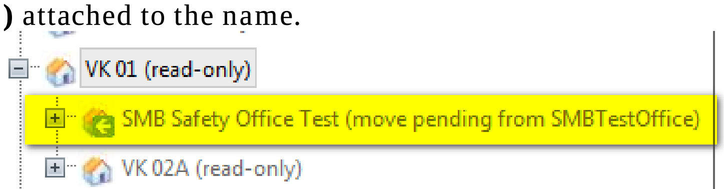
Safety Office Administrators can move a safety office using the mouse by dragging and dropping the office into another safety office hierarchy. Follow the steps below to move a safety office using drag and drop.

1. The Safety Office Administrator selects their safety office.
2. Press and hold the left mouse key on the safety office name and drag it to the destination safety office in the Safety Office Routing Management Console tree view.

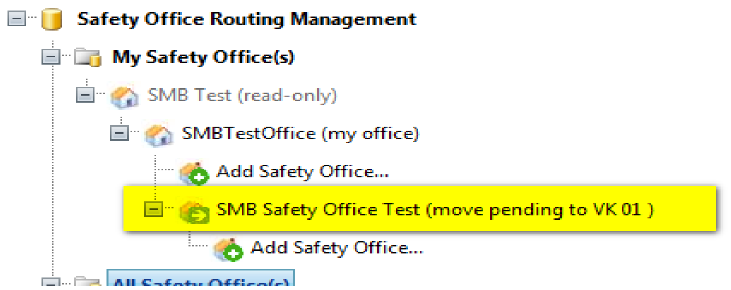


3. Enter a reason for the move request and click the **Request Move...** button.
   a. Optional step: Check to notify administrators within the office that is moving; notify the administrators in the original parent office (if applicable) or notify administrators in the receiving office.

The safety office is placed under the designation safety office in the hierarchy tree with **(move pending to this office)** attached to the name.



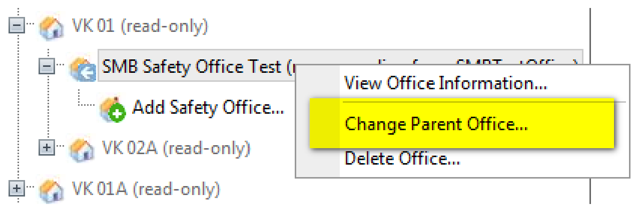
The originating safety office displays (**move pending to [safety office name])** attached to the name.



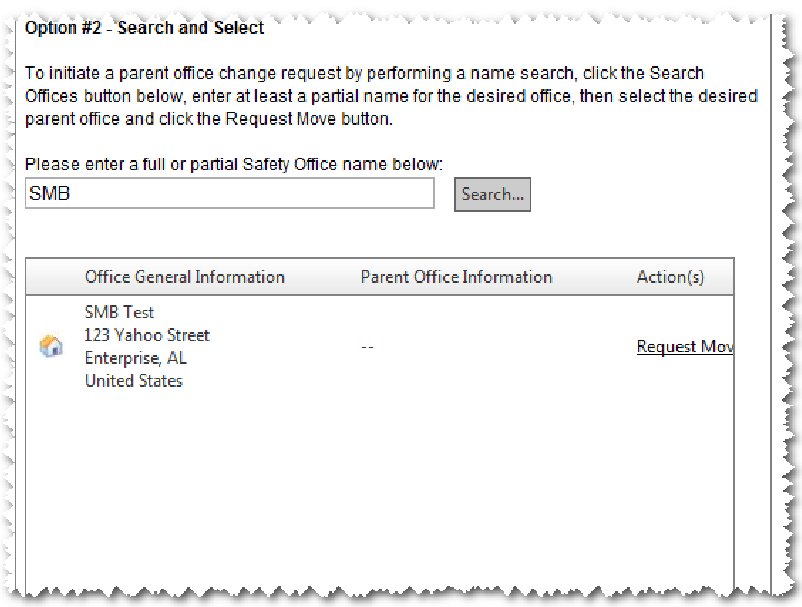
Using Search and Select in the Association Tab

Follow the steps below to change the parent office of a safety office using search and select.

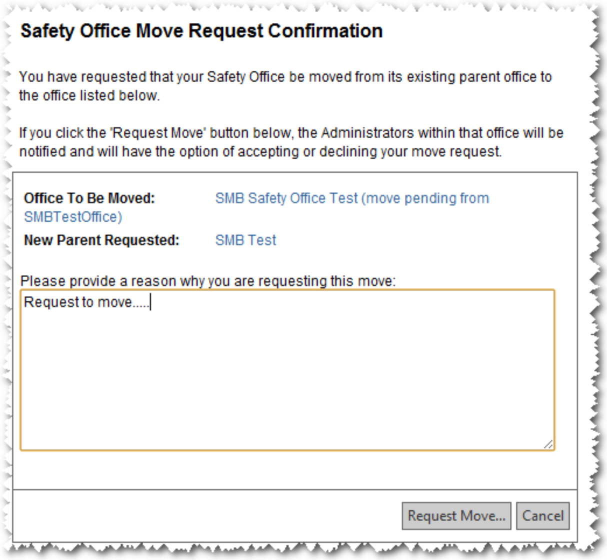
1. The Safety Office Administrator selects their safety office.
2. Right-click the mouse on the safety office to move.
3. Select **Change Parent Office** from the menu.



4. In Option #2, enter the name of target safety office and click **Search...**



5. Click **Request Move** link for the target office.
6. Enter the reason for the move request and then click **Request Move...**

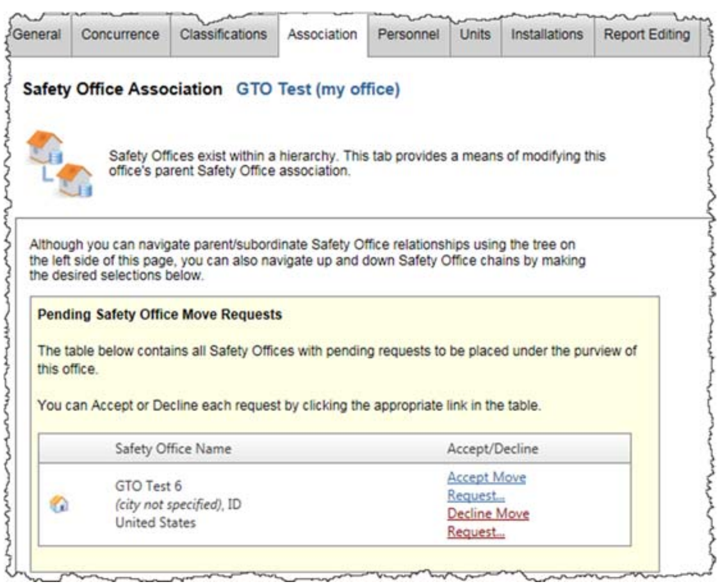


The safety office to be moved displays the pending move message next to the name in the originating office and pending move message in the designation office until move is accepted.

Accept a Safety Office Move

A safety office move remains pending until accepted by the destination office. To accept a safety office move request, follow the steps below.

1. The destination office Safety Office Administrator selects their safety office.
2. Click the **Association** tab.
3. In the **Pending Safety Office Move Requests** section, click **Accept Move Request...**

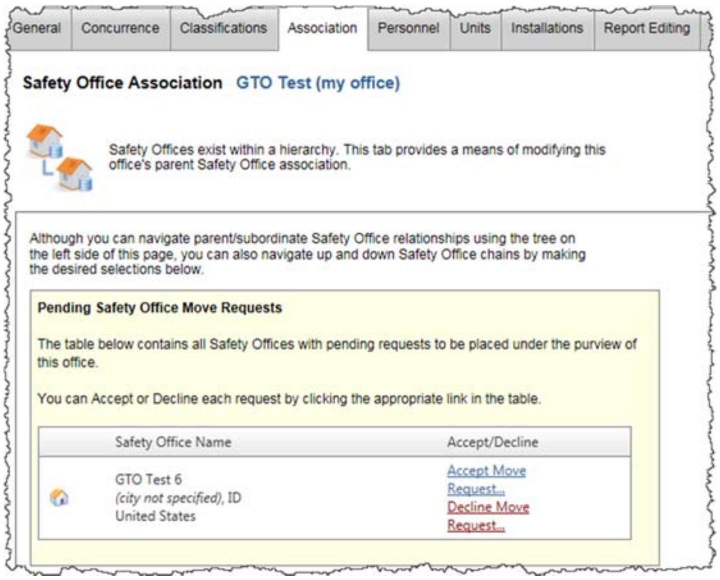


The Safety Office move is now complete.

Decline a Safety Office Move

A safety office move remains pending until accepted by the destination office. To decline a safety office move request, follow the steps below.

1. The destination office Safety Office Administrator selects their safety office.
2. Click the **Association** tab.
3. In the **Pending Safety Office Move Requests** section, click **Decline Move Request...**



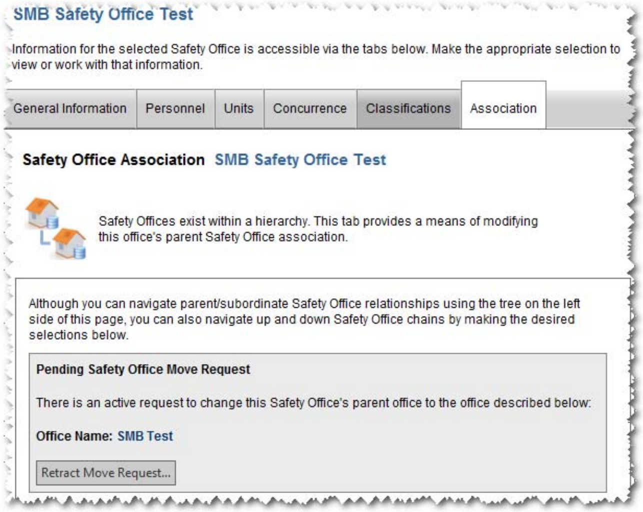
The pending move request is removed, and the safety office is returned to the originating parent safety office.

Retract a Pending Safety Office Move

A safety office move request can be retracted as necessary. Follow the steps below to retract a safety office move.

1. The Safety Office Administrator selects their safety office.
2. Click the **Association** tab.

3. Click **View this Office** link for the office with the pending move request.



4. Click the **Retract Move Request** button.
5. Click the **OK** button in the retract move request message box.

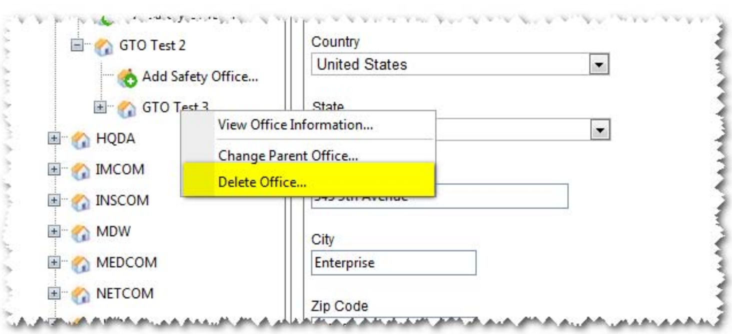
The move request is removed and notification is sent to the administrators of the destination office, and the Pending Safety Office Move Request panel disappears.

Delete a Safety Office

Safety offices can be deleted by the Safety Office Administrator if they are no longer valid. When a safety office is deleted, all details with the safety office are also deleted. This action cannot be undone.

Follow the steps below to delete a safety office.

1. The safety office Administrator selects the safety office to delete under their area of responsibility.
2. Right-click on the safety office and select **Delete office…**



3. The safety office is removed from the safety office hierarchy.

Update Concurrence Setting of a Safety Office

Updates to how reports for review are forwarded to a safety office can be done at any time. When changes are made, they take place immediately and affect reports from that point forward.

Follow the steps below to update the flow of reports on concurrence.

1. Select the safety office to update
2. Click the **Concurrence** tab.
3. Update the concurrence method.
4. Click the **Save** button.

Update Classifications for a Safety Office

Updates to the report classifications that can be reviewed by a safety office can be done at any time. When updates are made to the report classifications, the change is immediate from that point forward.

Follow the steps below to update the reports classifications reviewed by a safety office.

1. Select the safety office to update
2. Click the **Classifications** tab.
3. Update the report classifications.
4. Click the **Save** button.

Move a UIC

Units within a Safety Office can be moved as necessary using one of two methods:

1. Drag and Drop
2. Search and Select

Using Drag and Drop to move a UIC

Safety Office Administrators can move a UIC by using the mouse to drag and drop the UIC into another safety office. Follow the steps below to move a UIC using drag and drop.

1. The Safety Office Administrator selects the UIC to be moved.
2. Press and hold the left mouse key on the UIC and drag it to the destination safety office in the Safety Office Routing Management Console tree view.

Tips

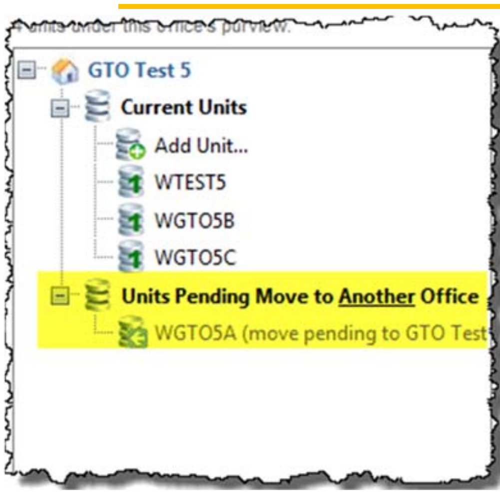
To select multiple UICs, hold the Ctrl key and left click on multiple UICs. To select a range of UICs, left click on the first UIC, hold down Shift, left click on the last UIC in the range. Drag the group to the destination safety office.

a. Enter a reason for the move request and click the **Request Move** button.

The UIC move is now pending and will require an administrator of the receiving office to accept the move.

Notes

If the UIC is being moved to a lower level office within the Administrator's purview, the move will not require acceptance by an Administrator.



Using Search and Select to move a UIC

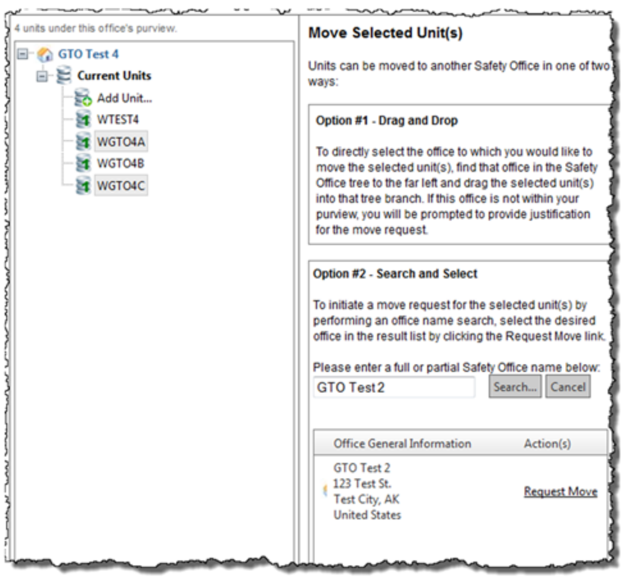
Follow the steps below to change the parent office of a UIC using search and select.

1. The Safety Office Administrator selects their safety office.

2. Click the Units tab.
3. Right-click the mouse on the UIC to move.

Tips To select multiple UICs, hold the Ctrl key and left click on multiple UICs. To select a range of UICs, left click on the first UIC, hold down Shift, left click on the last UIC in the range. Right click the group of UICs.

4. Select Move Selected Units... from the menu.
5. Under Option #2 – Search and Select, enter the name of the Safety Office to which the UICs should be moved and click Search.



6. Click **Request Move** link for the target office.
7. Enter the reason for the move request and then click **Request Move...**

The UIC to be moved displays the pending move message next to the name in the originating office and pending move message in the designation office until move is accepted.

Notes If the UIC is being moved to a lower level office within the Administrator's purview, the move will not require acceptance by an Administrator.

Retract a Pending UIC Move

A UIC move request can be retracted as necessary. Follow the steps below to retract a UIC move.

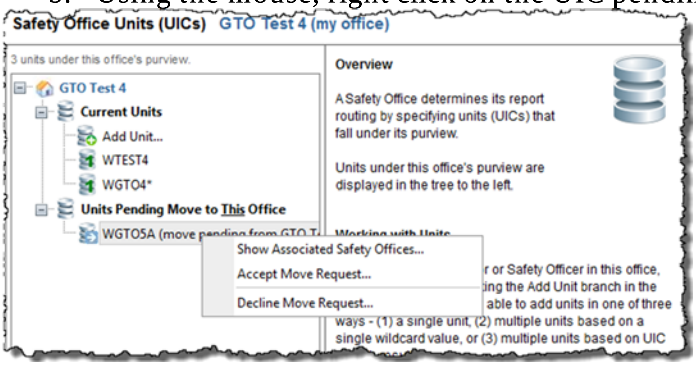
1. The Safety Office Administrator selects their safety office.
2. Click the **Units** tab.
3. Right click the UIC Pending Move that you would like to retract.

4. Click the **Retract Move Request** button.
5. Click the **OK** button in the retract move request message box.

The move request is removed and notification is sent to the administrators of the destination office.

Accepting a UIC move

1. The administrator of the receiving Safety Office must accept the move using the following steps:
   a. Click on the Units tab
   b. Using the mouse, right click on the UIC pending a move



   c. Click on Accept Move Request
   d. Click Accept
   e. The move is now complete

Safety Office Support

Support Contact Information

Congratulations! You now have the information needed to setup and maintain a safety office. If, however, you experience problems or have questions, about the Safety Office Routing Management console, email usarmy.rucker.hqda-secarmy.mbx.safe-helpdesk@mail.mil.

Glossary

Term	Definition
Army Headquarters (HQ) Safety Office	Trained safety professionals at the local, unit, and/or installation safety office with the requirement to be notified, review and/or approve a reported event. This role can have an attribute of “Primary” assigned at the report level. Primary Safety Office users must approve the report before the review and approval workflow process will continue.
Board Member	Anyone appointed to a Safety Investigation Board. Board Members may consist of Maintenance Officer, Instructor Pilot, Equipment/Task Subject Matter Expert (SME), Maintenance Test Pilot (MTP), Vehicle/Equipment Maintenance Personnel, Technical Inspector (TI), Medical Officer, Other.
CRC Submitter	User that is assigned as the recorder for a specific report resulting from a CAI investigation. This person is usually the POC (Point of Contact) for the report and has full rights to view, update and delete all areas of the report.
Data QC	Assigned to individuals working in the Data Quality Control division. This role permits the user to conduct a review of the report and accept or reject the report back to the Submitter (Recorder)/POC. This role also assigns the Tracking Number and Case Number to the report.
Production Control	Assigned to individuals working in the Production Control division. This role permits the user to update the CRC updated version of CAI reports and route the report through CRC for coordination.
Reviewer	Anyone in the Army who has a requirement to review and approve a reported event. This user may or may not be a trained safety professional. This person can be assigned to an individual for the purpose of forwarding a “courtesy copy” of the report, have an attribute of “Approval Authority” assigned at the report level.
Safety Office (SO)	Trained safety professionals at the local, unit, and/or installation safety office with the requirement to be notified, review and/or approve a reported event. This role can have an attribute of “Primary” assigned at the report level. Primary Safety Office users must approve the report before the review and approval workflow process will continue.
Submitter	Anyone within the Army with the requirement to report an event. This may or may not be a trained safety professional or comfortable using an IT application to report an event.
Tech QC	Assigned to individuals working in the CRC Tech Quality Control division. This role permits the user to update the CRC updated version of IAI reports and route the report through CRC for coordination.